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6 **Faculty Senate Revisor’s Bill**  
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10 **WHEREAS**, in July 2014, University of Wyoming Office of General Counsel  
11 introduced a “Revisor’s Bill”; and  
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13 **WHEREAS**, the general purpose of the Revisor’s Bill is to consider modifications to  
14 existing University of Wyoming Regulations that contain inadvertent errors and omissions,  
15 obsolete references, and language that does not reflect current practice; and  
16

17 **WHEREAS**, modifications that are part of the Revisor’s Bill do not reflect  
18 substantive change to existing University of Wyoming Regulations; and  
19

20 **WHEREAS**, the Faculty Senate was asked to review University of Wyoming  
21 Regulations 6-41 (Financial Exigency), 6-43 (Academic Program Elimination), 6-405  
22 (Establishment of a Policy Confining Class Meetings to Pre-Scheduled Times), 6-407  
23 (University Studies Program), 6-701 (Faculty Senate Bylaws), 6-702 (Establishment of  
24 Faculty Senate Committees), 6-703 (Establishment of University Standing Advisory  
25 Committees), 6-802 (Procedures and Authorized University Actions in Cases of Academic  
26 Dishonesty), and 6-809 (Course Syllabus Requirement); and  
27

28 **WHEREAS**, Faculty Senate standing committees, including the Academic Planning  
29 Committee, Budget Planning Committee, Committee on Committees, Faculty Academic  
30 Standards, Rights, and Responsibilities Committee, Faculty Development Committee,  
31 Faculty Senate Executive Committee, and Student Interaction Committees reviewed and  
32 proposed changes to the above regulations that were consistent with the functions and  
33 powers of said committees as described in University of Wyoming 6-702; therefore  
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35 **BE IT RESOLVED** that the University of Wyoming Board of Trustees adopt the  
36 proposed Faculty Senate Revisor’s Bill modifications as indicated in the attached  
37 addendum.

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## UW REGULATION 6-41

### Financial Exigency

#### I. STATEMENT OF POLICY

In the event the University of Wyoming is confronted by a deficiency in financial resources which is so serious as to require the reduction or elimination of programs or services and the discharge of University personnel including tenured faculty, the University shall respond fairly and rationally, and in a manner consistent with the continued attainment of the mission of the University.

This Regulation sets forth guidelines and procedures to promote decisiveness, fairness and consistency in Presidential leadership and to ensure adherence to established principles in the event of such an occurrence. To the extent possible, decisions will be made through regular University processes, with significant input from faculty, academic professionals, staff, administrators and students.

#### II. DEFINITIONS

As used in this Regulation:

- A. "Committee" means the Financial Crisis Advisory Committee.
- B. "Financial Crisis" means an imminent and substantial deficiency in available University financial resources which warrants reduction or elimination of University programs. The deficiency in available financial resources may result from reduced legislative appropriation, ~~reduce~~ reduced state revenues which make appropriated funds unavailable, reduced income from other sources including University grants, gifts, and tuition and fees, or from unforeseen financial demands.
- C. "Financial Crisis Plan" means the plan developed by the President to meet a financial crisis, and approved by the Board of Trustees.
- D. "Financial Exigency" means a financial crisis so severe that preservation of the integrity of the University and prevention of substantial harm to the institution requires termination of the employment of tenured faculty. Termination of employment of tenured faculty in the event of financial exigency may result from program reductions or from program eliminations. Financial exigency may be determined only by the Board of Trustees, and the employment of tenured faculty members may be terminated only following the declaration by the Board of Trustees that a financial exigency exists.
- E. "President" means the President of the University of Wyoming.
- F. "Program" means a unit of the University which provides an organized and identifiable service or function, which may have an allocated budget, and which can be identified as a separate entity for planning purposes.
- G. "Tenured Faculty" means regular faculty with tenure as defined in the UW Regulation 5-1.

#### III. FINANCIAL CRISIS ADVISORY COMMITTEE

- A. The Financial Crisis Advisory Committee shall consist of thirteen members:

- 51                   1. Vice President for Academic Affairs  
52  
53                   2. Vice President for Administration  
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55                   3. Two Deans, selected by the Executive Deans' Council  
56  
57                   4. Two voting faculty members from each of the following, selected by their  
58                   membership:  
59  
60                   a. Faculty Senate Executive Committee  
61  
62                   b. Academic Planning Committee  
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64                   c. Budget Planning Committee  
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66                   d. Two members from Staff Senate, selected by its membership  
67  
68                   e. President of the Associated Students of The University of Wyoming, or a  
69                   member of the student body designated by the President of ASUW.  
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71           **B.**       The Committee shall elect a chair from its members.  
72

73 **IV.       DETERMINATION OF FINANCIAL CRISIS**  
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75 Whenever the President determines that a financial crisis exists, the President shall:  
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- 77           **A.**       Declare the existence of a financial crisis;  
78  
79           **B.**       Convene the Financial Crisis Advisory Committee to advise the President;  
80  
81           **C.**       Issue a written statement to the University community explaining why a financial  
82           crisis has been determined to exist;  
83  
84           **D.**       Specify the anticipated financial deficiency expected during the current fiscal year  
85           and the University's financial prospects for the two succeeding fiscal years;  
86  
87           **E.**       Call a general University meeting at which the President shall explain why a  
88           financial crisis has been declared, and solicit questions and comments from  
89           members of the University community; and  
90  
91           **F.**       Prepare a Financial Crisis Plan to address the deficiency in University resources, and  
92           submit the Plan to the Trustees of the University for approval by the Trustees.  
93

94 **V.       FINANCIAL CRISIS PLAN**  
95

96 The Financial Crisis Plan shall be prepared by the President in consultation with the Financial Crisis  
97 Advisory Committee. The President shall inform the Committee of the financial circumstances of  
98 the University, and of actions taken to effect economies. In the preparation of the Financial Crisis

99 Plan, determinations as to reduction of University expenditures including personal services, support  
100 services, travel, equipment, non-operating expenditures, and contractual services, shall initially be  
101 proposed through established University regulations and procedures. The Committee may submit to  
102 the Board of Trustees its recommendations with regard to the Financial Crisis Plan.  
103

104 **VI. FINANCIAL EXIGENCY**  
105

106 If the financial crisis is so severe that the financial crisis plan will require the termination of positions  
107 held by tenured faculty members, the President shall, at the time of submission of the Financial Crisis  
108 Plan to the Board of Trustees, request that the Trustees declare a financial exigency. Before  
109 submitting a request that the Board of Trustees declare financial exigency, the President shall inform  
110 the Committee of the intention to do so, and the Committee may submit to the Board of Trustees its  
111 recommendation as to whether financial exigency should be declared.  
112

113 **VII. ACTION BY TRUSTEES**  
114

115 Based upon the Financial Crisis Plan submitted by the President, and upon other available  
116 information, the Trustees shall approve, modify and approve, or reject the Financial Crisis Plan. If  
117 the Financial Crisis Plan requests a finding of financial exigency, and the Trustees determine that the  
118 financial crisis is so severe that termination of tenured faculty is necessary, the Trustees shall declare  
119 financial exigency.  
120

121 **VIII. COMMITMENT TO TENURED FACULTY**  
122

123 Where a program is reduced due to financial exigency, the retention of tenured faculty in the  
124 program shall be given all due consideration over non-tenured faculty.  
125 If the position in a program of a tenured faculty member is eliminated due to financial exigency, the  
126 University shall make reasonable efforts to transfer the faculty member to another open and funded  
127 position for which the tenured faculty member is qualified.  
128

129 In the event that it is determined that the employment of a tenured faculty member must be  
130 terminated due to financial exigency:  
131

- 132 **A.** Written notice of termination, stating the cause, shall be given as soon as practicable, time  
133 periods for such notice in other regulations notwithstanding.  
134
- 135 **B.** When notice of termination of employment is received, the tenured faculty member may  
136 appeal the termination under UW Regulation 5-35.  
137

138 When a position held by a tenured faculty member is terminated, if that position is restored or a new  
139 position with similar duties is created within a period of three years following its termination, the  
140 position shall first be offered to the tenured faculty member who formerly held the position, and who  
141 was terminated because of financial exigency.  
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143 **Source:**

144 University Regulation 41, Revision 2; adopted 7/17/08  
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**UW REGULATION 6-43**  
**Academic Program Elimination**

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**I. PURPOSE**

It is the policy of the University to continue established academic programs to meet the needs of the University and the State of Wyoming and to permit enrolled students to complete the course of study and new students to enroll and benefit from these programs. The University also acknowledges its obligations to faculty and academic professionals who serve in an academic program that is to be eliminated.

An academic program may be eliminated when its continuation has ceased to be in the best interests of the University, the State of Wyoming or the students enrolled in the University.

The purpose of this regulation is to provide criteria and procedures for the elimination of academic programs, and to provide protection for students enrolled in and for faculty and academic professionals who serve in programs that are eliminated. This regulation seeks to ensure fair accommodation of institutional and individual interests after the decision is made to eliminate a program. Final authority for academic program elimination resides in the Board of Trustees.

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**II. DEFINITIONS**

**A. Academic program** means an authorized major or course of study approved by action of the Board of Trustees.

**B. Dean** means dean of a college of the University.

**C. President** means the President of the University.

**D. Program administrator** means a person responsible for the administration of an academic program. A program administrator may be a department head, program director, division director, dean of a school, or other administrator who reports to the dean of the college which has authority over the academic program.

**E. ~~Provost and Vice President for Academic Affairs~~** means the chief academic officer of the University.

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**III. REASONS FOR ELIMINATION OF ACADEMIC PROGRAMS**

The elimination of an academic program shall be based primarily upon educational considerations or ~~for~~ financial exigency as specified under UW Regulation 6-41. An academic program may be eliminated for any one or more of the following reasons:

**A.** A sustained record of low student enrollment.

- 47 **B.** A sustained record of low academic quality.
- 48
- 49 **C.** Obsolescence or duplication.
- 50
- 51 **D.** Lack of external need or demand for the program.
- 52
- 53 **E.** Loss of external accreditation.
- 54
- 55 **F.** A change in the priorities or direction of the University or a college, school, or
- 56 department.
- 57
- 58 **G.** Any other substantial reason why the continuation of the academic program is not
- 59 in the best interests of the University.
- 60

61 **IV. PROPOSALS TO ELIMINATE ACADEMIC PROGRAMS**

62

63 **A. Initiation.** A proposal to eliminate an academic program may be initiated by the

64 ~~Provost and~~ Vice President for Academic Affairs, by the dean or program

65 administrator charged with administrative supervision of the academic program,

66 or by faculty or academic professionals who serve in the academic program.

67 Proposals should be made early enough in the academic year that responses,

68 reviews and recommendations of the ~~Provost and~~ Vice President for Academic

69 Affairs and the President can be made to the Board of Trustees in time for a

70 decision by the Trustees prior to the beginning of the next academic year.

71

72 **B. Content of Proposal to Eliminate Academic Program.** A proposal to eliminate

73 an academic program shall be in writing and shall:

- 74
- 75 **1.** Set forth a statement of the reasons for elimination of the program.
- 76
- 77 **2.** Contain the following information:
  - 78
  - 79 **a.** Description of the mission, curriculum, content and format of the
  - 80 program;
  - 81
  - 82 **b.** Description of the role of the program within the context of the
  - 83 college and the mission of the University;
  - 84
  - 85 **c.** Financial data relevant to the academic program;
  - 86
  - 87 **d.** Admission, enrollment and graduation data relevant to the
  - 88 program, including the number of students currently enrolled and
  - 89 the status of their progress toward graduation;
  - 90
  - 91 **e.** Description of administration of program;

- 92 f. Description of faculty and academic professionals who serve in the  
 93 program, including their academic credentials, academic rank and  
 94 length of service to the University;  
 95  
 96 g. Description of program facilities, including classrooms and offices,  
 97 library and equipment used by or dedicated to the program;  
 98  
 99 h. Evaluations from accrediting bodies or other reviewers of the  
 100 quality of the program and its faculty and academic professionals;  
 101  
 102 i. Comparison of the program with related or similar programs.  
 103  
 104 3. Describe the anticipated effects of elimination of the program upon the  
 105 college in which the program is situated, upon other colleges and units of  
 106 the University, and upon the University as a whole, including:  
 107  
 108 a. Effects upon students enrolled in the academic program;  
 109  
 110 b. Effects upon faculty and academic professionals who serve in the  
 111 program, including termination of any existing positions;  
 112  
 113 c. Educational and financial effects upon other units of the  
 114 University;  
 115  
 116 d. Effects upon faculty, academic professionals, staff, students and  
 117 alumni of the University;  
 118  
 119 e. Effects on the State of Wyoming, including ~~effects related to~~  
 120 ~~benefits~~ loss of benefits conferred outside the University by the  
 121 academic program.  
 122  
 123 4. Set forth an implementation plan to be followed in the event the academic  
 124 program is eliminated, including:  
 125  
 126 a. Procedures for handling current and future applications for  
 127 admission;  
 128  
 129 b. Plans for assisting currently enrolled students to complete the  
 130 course of study;  
 131  
 132 c. Plans for accommodating faculty and academic professionals who  
 133 will be terminated or otherwise affected by elimination of the  
 134 academic program.  
 135  
 136 C. **Submission of Proposal.** A proposal to eliminate an academic program shall be  
 137 submitted to the ~~Provost and~~ Vice President for Academic Affairs.

138 V. **EXPEDITED PROCEDURES FOR ELIMINATING ACADEMIC PROGRAMS**  
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140 | ~~A.~~ When proposals for elimination are initiated by an academic unit's academic personnel  
141 | and the academic unit has agreed to the program's elimination in accordance with the  
142 | unit's internal procedures, a proposal will be presented to the ~~Provost and~~ Vice President  
143 | for Academic Affairs that meets the following requirements: Items 1-4 under 4IV.B.  
144 | Content of Proposal to Eliminate Academic Program.  
145 |

146 | This proposal will be reviewed by the ~~Provost and~~ Vice President for Academic Affairs  
147 | for adequacy, distributed to the Faculty Senate, Staff Senate, and ASUW for information  
148 | purposes, and submitted by the Provost and Vice President for Academic Affairs to the  
149 | President for approval and to the Board of Trustees for final disposition.  
150 |

151 VI. **PROCEDURE FOR ACTING UPON POTENTIALLY CONTESTED**  
152 **PROPOSALS**  
153

154 | **A. Notification.** When the ~~Provost and~~ Vice President for Academic Affairs initiates  
155 | or receives a proposal to eliminate an academic program, a copy of the proposal  
156 | shall be sent within 10 days to the President, to the dean of each college, and to  
157 | the program administrator, each faculty member and academic professional who  
158 | serves in the program proposed to be eliminated, as well as to the Faculty Senate,  
159 | the Staff Senate and the Associated Students of the University of Wyoming.  
160 | Notice of the proposal shall be sent within 10 days to each student enrolled in the  
161 | program proposed to be eliminated, stating that a copy of the proposal is available  
162 | for review in the departmental office of the program. The copy of the proposal  
163 | shall be accompanied by a notice stating that responses to the proposal shall be  
164 | made in writing to the ~~Provost and~~ Vice President for Academic Affairs by a  
165 | designated date not less than 60 days after the copies are distributed.  
166 |

167 | **B. Response to Proposal.** Responses to a proposal to eliminate an academic  
168 | program:  
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170 | 1. Shall be made by the dean of the college which has authority over the  
171 | academic program proposed to be eliminated, and by the program  
172 | administrator of the academic program, in consultation with the faculty  
173 | and academic professionals who serve in the program and the students  
174 | enrolled in the program.  
175 |

176 | 2. May be made by any other interested person, including the faculty,  
177 | academic professionals, or staff who serve in the program; students  
178 | enrolled in the program; any dean, faculty member, academic professional,  
179 | staff member or student in the University; alumni of the University; and  
180 | citizens of Wyoming.  
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182 | 3. Shall be in writing and shall be submitted to the ~~Provost and~~ Vice  
183 | President for Academic Affairs by the designated date. Responses not  
received by the designated date need not be considered.

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4. May set forth arguments, statements and facts in support of or in opposition to the proposal to eliminate the academic program, and may contain alternative proposals regarding the program or its elimination or modification.

**C. Review of Proposal and Responses.** Within 10 days after the designated date for receipt of responses to the proposal for elimination of an academic program, the ~~Provost and~~ Vice President for Academic Affairs shall submit copies of the proposal and any responses to: (1) the Chair of the Faculty Senate for distribution to appropriate Faculty Senate Committees and members of the Faculty Senate; (2) the ~~Chair~~ President of the Staff Senate; and (3) the President of the Associated Students of the University of Wyoming.

Within 60 days of the receipt of the proposal and responses from the ~~Provost and~~ Vice President for Academic Affairs, the Faculty Senate shall submit to the ~~Provost and~~ Vice President for Academic Affairs its written review and its recommendation regarding elimination of the academic program, and the Staff Senate and the Associated Students of the University of Wyoming may each submit a written review and recommendation.

**D. Recommendation of ~~Provost and~~ Vice President for Academic Affairs.** Within 30 days of receipt of reviews from the Faculty Senate and from the Staff Senate and the Associated Students of the University of Wyoming, if submitted, the ~~Provost and~~ Vice President for Academic Affairs shall review the proposal, and all responses and reviews, and shall make a recommendation in writing to the President regarding the proposal to eliminate the academic program. The recommendation may approve, disapprove or suggest modifications to the proposal. The recommendation to the President shall be accompanied by copies of the proposal and all responses and reviews.

The ~~Provost and~~ Vice President for Academic Affairs shall send copies of his recommendation to the dean of each college, and to the program administrator, each faculty member and academic professional who serves in, and each student enrolled in the program proposed to be eliminated, as well as to the Faculty Senate, the Staff Senate and the Associated Students of the University of Wyoming.

A copy of the proposal, all responses and reviews, and the recommendation of the ~~Provost and~~ Vice President for Academic Affairs shall be maintained and made available for examination and copying by the public in the Office of the ~~Provost and~~ Vice President for Academic Affairs.

**E. Action by the President.** The President shall approve, approve with modifications, or disapprove the proposal to eliminate an academic program. If the President approves or approves with modifications the proposal to eliminate

230 an academic program, the President shall forward his recommendation, together  
231 with the proposal, all responses and reviews, and the recommendation of the  
232 ~~Provost and~~ Vice President for Academic Affairs, to the Board of Trustees for  
233 final action. If the President disapproves the proposal to eliminate an academic  
234 program, no further action shall be taken on the proposal.

235  
236 **F. Time.** The time periods set forth in this ~~Section V regulation~~ shall include  
237 Saturdays, Sundays and legal holidays, but shall not include the time between  
238 spring commencement and the beginning of the next academic year. Nor shall it  
239 include the time between the end of fall semester and the beginning of spring  
240 semester.

241  
242 **VII. PROTECTION FOR STUDENTS ENROLLED IN PROGRAM**

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244 When a decision is made by the Board of Trustees to eliminate an academic program, the  
245 Trustees shall establish policies for ~~implementing the termination including with regard~~  
246 ~~to admission of students into the program and reasonable actions to permit~~  
247 accommodating those students currently enrolled in the program and in good standing to  
248 complete the program at the University or another school.

249  
250 **VIII. PROTECTION FOR FACULTY AND ACADEMIC PROFESSIONALS**

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252 **A. Notification.** Within 10 days after a decision by the Board of Trustees to  
253 eliminate an academic program, all faculty members and academic professionals  
254 whose positions will be terminated shall be notified in writing of the date of their  
255 termination and of their rights under this University Regulation.

256  
257 **B. Rights of Tenured Faculty and Extended Term Academic Professionals.**  
258 When the elimination of an academic program will result in the termination of  
259 any tenured faculty member or extended term academic professional,

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261 **1.** The University shall offer the tenured faculty member or extended term  
262 academic professional another appropriate position in the University if the  
263 person is qualified and the position is available before the date of the  
264 termination of the person's position as indicated under subsection A of  
265 this section. In the allocation of appropriate positions, positions shall first  
266 be offered to tenured faculty and extended term academic professionals  
267 who are being terminated before offers are made to probationary faculty  
268 and academic professionals or other persons not currently employed by the  
269 University.

270  
271 **2.** If no appropriate University position is available for which the person is  
272 qualified, the University shall continue the position of the tenured faculty  
273 member or extended term academic professional for at least the next full  
274 academic year after the date of the termination of the person's position as  
275 indicated under subsection A of this section The continued position may

276 be assigned appropriate duties consistent with the best interests of the  
277 University.  
278

279 **C. Rights of Probationary Faculty and Academic Professionals.** When the  
280 elimination of an academic program will result in the termination of any  
281 probationary faculty member or probationary academic professional:  
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283 1. The University shall offer the probationary faculty member or  
284 probationary academic professional another appropriate position in the  
285 University if the person is qualified and the position is available before the  
286 date of the termination of the person's position as indicated under  
287 subsection A of this section. In the allocation of appropriate positions in  
288 the University positions shall first be offered to probationary faculty and  
289 probationary academic professionals before offers are made to persons not  
290 currently employed by the University.  
291

292 2. If no appropriate University position is available for which the person is  
293 qualified, the University shall continue the position of the probationary  
294 faculty member or probationary academic professional who is in at least  
295 | the third year of service ~~or the appointment~~ on the date of the termination  
296 of the person's position as indicated under subsection A of this section for  
297 at least the next full academic year after that date. However, for a  
298 probationary faculty member or probationary academic professional in the  
299 | second year of service ~~or the appointment~~, the position shall be continued  
300 for at least six months. For a probationary faculty member or probationary  
301 | academic professional in the first year of service ~~or the appointment~~, the  
302 position shall be continued for at least six months. The continued position  
303 may be assigned appropriate duties consistent with the best interests of the  
304 University.  
305

306 **D. Right of Appeal.** A faculty member or academic professional who receives notice  
307 of termination because of elimination of an academic program shall have the right  
308 to appeal the termination under UW Regulation 5-35, Appendix B, but not the  
309 decision to eliminate the program, unless the decision is based in whole or in part  
310 | on financial exigency under UW Regulation 6-41.  
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316 **Source:**

317 University Regulation 43, Revision 1; adopted 7/17/08 Board of Trustees meeting  
318 Revisions adopted 9/9/11 Board of Trustees meeting

1 **UW REGULATION 6-405**  
2 **Class Meetings Outside Scheduled Times**

3 **I. PURPOSE**

4 To establish by regulation the policy confining class meetings to pre-scheduled times.

5 **II. RATIONALE**

6 The faculty of the University should recognize that students have many demands on their  
7 time and should not be required to attend class meetings other than those at prescheduled  
8 times as shown in the official class schedule. There are a few cases where legitimate  
9 academic reasons exist for requiring attendance at other than pre-scheduled hours, such  
10 as for group examinations where there are several sections of the same course. However,  
11 these cases can be properly approved for printing in the class schedule so that students  
12 are aware of the special attendance requirements before registering for the class. It is the  
13 responsibility of the faculty to complete all required instruction and examinations within  
14 the times specified in the class schedule, rather than requiring students to attend special  
15 sessions or examinations at times that may conflict with other academic or non-academic  
16 activities of the students.

17 **III. DIRECTIVE**

18 Faculty shall hold all required class sessions and examinations in the class hours as  
19 specified in the official class schedule and syllabus. This shall not preclude scheduling  
20 extra class meetings for review or special help where this proves necessary or beneficial,  
21 as long as attendance at the extra meetings is entirely at the student's option and no  
22 required or graded work is done at these sessions.

23 When circumstances absolutely require an exception to the policy of holding all required  
24 class sessions and examinations at the scheduled times, class meetings may be scheduled  
25 only with the prior approvals of the appropriate Department Chair~~man~~ and Dean.

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37 **Source:** University Regulation 405; adopted 7/17/08 Board of Trustees meeting

1 **UW REGULATION 6-407**  
2 **University Studies Program**

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4 **I. PURPOSE**

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6 This regulation shall state the goals, purpose, and procedures of a general education, or  
7 University Studies, program.  
8

9 **II. GENERAL INFORMATION**

10  
11 **A. Purpose of the University Studies Program**

12  
13 It is the purpose of a University Studies Program to establish baseline learning  
14 requirements, which all students should meet regardless of their fields of study.  
15 These baseline learning requirements should be simple, flexible, and transparent.  
16 They should facilitate ease of transfer between collegiate level institutions, such  
17 as community colleges, and UW. They must be based on assessable learning  
18 outcomes that are clearly stated and made available to all interested parties,  
19 including students and instructors.  
20

21 **B. Goals of University Studies Program curriculum**

22  
23 Coursework that fulfills the goals of the University Studies Program should  
24 involve multiple and diverse disciplines in order to provide students with broad  
25 learning experiences, expose them to different viewpoints, and provide them  
26 diverse skill sets. Coursework should include some or all of the following:  
27 knowledge of human culture, the physical and natural world, and U.S. and  
28 Wyoming Constitutions; intellectual and practical skills; and personal and social  
29 responsibility. Such an education is expected to produce citizens able to function  
30 in a complex and changing society.  
31

32 **C. Procedures**

33  
34 The University Studies Program demands completion of specific requirements in  
35 identified areas of study in accordance with criteria approved by the University  
36 Faculty Senate. In cooperation with the Board of Trustees and academic  
37 administrators, the University Studies Committee of the Faculty Senate is  
38 responsible for making decisions regarding which courses are to be designated as  
39 USP-compliant. (See also UW ~~R~~regulation 6-702-14.a.)  
40

41 **III. UNIVERSITY STUDIES COORDINATOR**

42  
43 **A. Designation**

44 The Associate Vice President for Undergraduate Education shall perform the  
45 duties of the University Studies Coordinator, who shall be responsible to the Vice

46 President for Academic Affairs for administering the University Studies Program.  
47 ~~The Vice President for Academic Affairs in consultation with the University~~  
48 ~~Studies Committee will designate a suitably qualified person to perform the duties~~  
49 ~~of the University Studies Coordinator, who shall be responsible to the Vice~~  
50 ~~President for administrating the University Studies Program.~~

51  
52 **B. Responsibilities**

53  
54 The University Studies Coordinator will work directly with the University Studies  
55 Committee and other appropriate faculty, University officers, and Faculty Senate  
56 committees to:

- 57  
58 1. Make recommendations for the fiscal support of the University Studies  
59 Program;
- 60  
61 2. Maintain approved course lists and disseminate information about the  
62 program on and off campus;
- 63  
64 3. Assist faculty and sponsor departments in preparing or modifying  
65 University Studies course offerings with advisement from the University  
66 Studies Committee for the Program;
- 67  
68 4. Implement an assessment plan ~~as established by~~ with advisement from the  
69 University Studies Committee (see UW Regulation 6-702-14.b.i);
- 70  
71 5. Make recommendations for waivers or substitution of University Studies  
72 Program requirements by petitioning students;
- 73  
74 6. Serve as an ad hoc (non-voting) member of the University Studies  
75 Program Committee.

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87  
88 **Source:**

89 University Regulation 407, Revision 3; adopted 7/17/08 Board of Trustees meeting  
90 Revisions adopted 9/12/14 Board of Trustees meeting

**UW REGULATION 6-701**  
**Faculty Senate Bylaws**

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**I. PURPOSE**

To establish the Faculty Senate Bylaws.

**II. THE UNIVERSITY FACULTY SENATE**

- A.** The Faculty Senate is established by Bylaws of the University Faculty and vested, subject to limitations contained therein, with the powers conferred upon the University Faculty by the Board of Trustees.
- B.** Pursuant to such Bylaws of the University Faculty, the Faculty Senate shall seek to determine and establish educational and academic policies which promote and protect the interests and welfare of the University community and further the full and free development and preservation of scholarly learning, teaching, and research.

**III. MEMBERSHIP**

The membership of the Faculty Senate is to be determined in accordance with the Bylaws of the University Faculty.

**IV. OFFICERS**

The officers of the Faculty Senate shall be selected from the ~~Faculty Senate Electorate~~ elected faculty senators and shall consist of the following: (a) Chair, (b) Chair-Elect, and (c) Secretary. The incoming officers shall take office effective with the May Board of Trustees meeting, and their voting privileges shall be as described below. (In the following paragraphs, the term "Executive Committee" refers to the Executive Committee described in Section 9 of this Regulation.)

**Chair.** If the chair's term as a faculty senator expires during the chair's term as chair, the chair's Faculty Senate term shall be extended to last for the remainder of the chair's term as chair. While serving as chair, the chair of the Faculty Senate shall not vote on matters decided by vote of the Executive Committee or on matters decided by vote of the Faculty Senate, unless the chair's vote is necessary to break a tie.

**Chair-Elect.** After being elected and taking office as chair-elect, the chair-elect shall serve ~~as vice chair~~ for one year; the chair-elect shall then become chair of the Faculty Senate for the following year. While serving as chair-elect, the chair-elect shall be entitled to vote on matters decided by vote of the Executive Committee and matters decided by vote of the Faculty Senate. If the Faculty Senate term of the chair-elect expires before or during his/her term as chair-elect, the Faculty Senate term of the chair-

46 elect shall be extended to last until the chair-elect has become chair and completed  
47 his/her term as chair.

48  
49 Secretary. If the secretary's Faculty Senate term does not expire while he/she is serving as  
50 secretary, the secretary shall be entitled during his/her term as secretary to vote on  
51 matters decided by vote of the Executive Committee and matters decided by vote of the  
52 Faculty Senate. If the secretary's Faculty Senate term expires before or during his/her  
53 term as secretary, the secretary for the remainder of his/her term as secretary shall remain  
54 a voting member of the Executive Committee, and shall attend Faculty Senate meetings  
55 but shall not vote on matters decided by vote of the Faculty Senate unless re-elected to a  
56 new term as a faculty senator by his/her ~~department~~ academic unit.

57  
58 **V. OFFICERS' DUTIES**

59  
60 The duties of the officers shall be such as are specified in these Bylaws and as directed by  
61 the Faculty Senate. The primary duties of the officers shall be as follows:

- 62  
63 **A.** The Chair shall preside at meetings of the Faculty Senate and of its Executive  
64 Committee.  
65  
66 **B.** The ~~Vice-Chair~~ (Chair-Elect) shall preside at meetings of the Faculty Senate and  
67 of its Executive Committee in the event of the absence of the Chair, or at his/her  
68 request, and shall take on such other Senate tasks as requested by the Chair.  
69  
70 **C.** The Secretary shall record the roll call, proceedings and votes upon bills of the  
71 Faculty Senate, and shall receive and keep all communications and reports to and  
72 from the Faculty Senate.

73  
74  
75 **VI. ELECTION PROCEDURES**

76  
77 ~~The nominations committee, appointed and announced by the Executive Committee at~~  
78 ~~least two Faculty Senate meetings prior to the date of election~~ Chair-Elect, shall be  
79 responsible for soliciting nominations of at least two candidates for each of the offices to  
80 be filled. If the Chair-Elect is unable after good faith effort to identify at least two  
81 candidates for each office to be filled, the Senate may proceed with an election for any  
82 office for which there is only one candidate nominated. ~~The committee~~ Chair-Elect shall  
83 send a report of these nominations to the Secretary-Faculty Senate Coordinator of the  
84 ~~Faculty Senate~~ who shall cause the names of the nominees to be published at least one  
85 week prior to the Senate meeting preceding the election meeting. Additional nominations  
86 of officers may be made from the floor at that meeting. All nominations, both from the  
87 nominating committee and from the floor, shall be accompanied by a written statement  
88 from the candidate regarding background, Senate and University contributions, and goals  
89 for the position sought. Such statements should be distributed at the time the candidate is  
90 nominated or within one week. At the nominating meeting, candidates for all offices will

91 be introduced and, if time permits, given a chance to speak to the nomination. At the  
92 meeting when elections are to be held, voting shall be carried out by written, secret ballot.  
93

94 **~~7. FACULTY SENATE ELECTORATE.~~**

95  
96 ~~The Faculty Senate Electorate shall consist of those members of the faculty who have been~~  
97 ~~elected as voting members of the Senate. The powers of the Senate Electorate shall be limited to~~  
98 ~~the nomination and election of Faculty Senate officers and at large Executive Committee~~  
99 ~~members.~~

100

101

102 **VII. TERM OF OFFICE**

103

104 ~~Officers shall be elected at the meeting of the Faculty Senate Electorate during the week~~  
105 ~~of the last regular meeting of the Senate of each academic year at the February meeting of~~  
106 ~~the Faculty Senate, and shall serve for one year beginning at the first regular meeting of~~  
107 ~~the next academic year or at the first summer session meeting, if held, and until, a~~  
108 ~~successor has been duly installed. Any officer may be re-elected for one additional term~~  
109 ~~in the same office. If an officer is filling the unexpired term of a previous officer, the~~  
110 ~~officer's service during that partial term does not count toward the two-term limit. The~~  
111 ~~Faculty Senate may declare an office to be vacant whenever an officer is unable, except~~  
112 ~~temporarily, to carry out the duties of his/her office. A vacancy shall be filled for the~~  
113 ~~period to complete the term of ~~of~~ by special election.~~

114

115 **VIII. EXECUTIVE COMMITTEE**

116

117 **A.** The Executive Committee shall consist of the following: The Chair, the Chair-  
118 Elect, the immediate Past-Chair, the Secretary of the Faculty Senate, and four  
119 members-at-large who shall be elected from the voting membership of the Faculty  
120 Senate for staggered two-year terms. Any sitting member of the Faculty Senate is  
121 eligible to be elected as member-at-large to the Executive Committee for the  
122 following two-year term. Should the Faculty Senate term of any Executive  
123 Committee member other than the Chair or Chair-Elect expire before or during  
124 the period in which the member is serving on the Executive Committee, he/she  
125 shall remain a voting member of the Executive Committee for the remainder of  
126 his/her term on the Executive Committee, and shall attend Faculty Senate  
127 meetings but shall not vote on matters decided by vote of the Faculty Senate  
128 unless re-elected to a new term as a faculty senator by his/her ~~department~~  
129 ~~academic unit.~~ The Chairs of the Academic Planning Committee, the Budget  
130 Planning Committee, the Committee on Committees, the FASR&R Committee,  
131 the Faculty Development Committee, the Graduate Council, the Library Council,  
132 the Student Interaction Committee, the Academic Information Technology  
133 Committee, and the University Course Review Committee shall serve as ex  
134 officio members of the Executive Committee, with voting rights as specified in  
135 UW Regulation 6-702(3)(J).

- 136           **B.**     The Chair of the Faculty Senate shall serve as the Chair of the Executive  
137                     Committee.  
138  
139           **C.**     The Executive Committee shall have general supervision of the affairs of the  
140                     Faculty Senate and its standing committees; fix the hour and place, and prepare  
141                     the agenda for the Faculty Senate meetings; and perform such other duties as are  
142                     specified in the Bylaws or may be assigned to it by the Faculty Senate.  
143

144 **IX. FACULTY SENATE COORDINATOR.**

145  
146           **D.A.**    The University shall appoint a staff member to serve as the Faculty Senate  
147                     Coordinator. The role of the Faculty Senate Coordinator is the coordination,  
148                     management, and execution of the administrative support functions of the Faculty  
149                     Senate, the Faculty Senate chair, the Executive Committee, and the Committee on  
150                     Committees.

151  
152           **B.**     The Faculty Senate Coordinator shall be a non-voting member of the Executive  
153                     Committee and the Committee on Committees.

154  
155 **X. COMMITTEE ON COMMITTEES**

156  
157           The Committee on Committees shall be responsible for the following duties:

- 158  
159           **A.**     Appointment of faculty members to standing committees as described in UW  
160                     Regulation 6-702, subject to ratification by the Faculty Senate.  
161  
162           **B.**     Appointment of faculty members to those standing advisory committees as  
163                     described in UW Regulation 6-703.  
164  
165           **C.**     Nominate faculty members to serve on administrative committees or boards:  
166  
167                     **1.**     For those committees or boards where members are to be selected by the  
168                     Faculty Senate; and  
169  
170                     **2.**     For other committees when requested to do so by an appropriate  
171                     administrative body.  
172  
173           **D.**     Be informed of the changes to, formation of, and charges to all committees  
174                     appointed by the President, or a vice president for consideration, advice, or action  
175                     upon matters pertaining to general University operations and programs, as  
176                     distinguished from matters under the cognizance of an individual college; and  
177                     responsible for the coordination of the activities between Faculty Senate  
178                     committees and the foregoing committees whenever it appears there may be  
179                     conflict or duplication in assigned functions or purposes of committees.

180 E. Preparation of appropriate bills for adoption by the Faculty Senate describing the  
181 duties, powers, membership and functions of all Faculty Senate standing  
182 committees and standing advisory committees; and  
183

184 F. Maintenance of a continuing review of the need and functioning of Faculty Senate  
185 standing committees and standing advisory committees.  
186

187 **Composition.** The Committee on Committees shall consist of 11 members selected by  
188 this committee and approved by the Executive Committee of the Faculty Senate. Each of  
189 the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage  
190 Center and the Outreach School will be given the opportunity to be represented. If  
191 representation from any of these areas cannot be found, then the Committee on  
192 Committees is directed to select members in as representational fashion as possible. The  
193 chair of the Committee on Committees shall serve as an ex officio member of the  
194 Executive Committee of the Faculty Senate. The chair-elect of the Senate shall be an ex  
195 officio member of the Committee on Committees.  
196

197 ~~XI.~~ **STANDING COMMITTEES**

198  
199 Standing committees shall be established and disestablished by the Faculty Senate, and  
200 they shall be responsible for duties as may be determined by the Faculty Senate.  
201

202 ~~XII.~~ **AD HOC COMMITTEES**

203  
204 The Executive Committee may appoint ad hoc committees from time to time as it deems  
205 necessary and proper for furthering the business of the Faculty Senate. Such ad hoc  
206 committees may be temporarily assigned as a subcommittee of one of the existing  
207 Faculty Senate standing committees.  
208

209 ~~XIII.~~ **COMMITTEE REPORTS**

210  
211 The chair of each Faculty Senate committee or an appointed representative shall be  
212 present at each Faculty Senate meeting, and the Executive Committee may require  
213 reports in such form and at such times from any committee as it deems necessary and  
214 proper for furthering the business of the Faculty Senate. The Executive Committee of the  
215 Faculty Senate shall send the agenda and minutes of each Faculty Senate meeting to the  
216 chair of each committee.  
217

218 ~~XIV.~~ **COMMITTEE MEETINGS**

219  
220 All standing committees, with the exception of the Reappointment, Tenure and  
221 Promotion Committee, shall ~~publicize~~ notify the Faculty Senate Executive Committee, in  
222 advance, their meetings and the matters they may have under consideration. These  
223 announcements shall be distributed to the Vice Presidents, the Deans, the Department and  
224 Division Heads/Chairs, and to all Faculty Senators. Any member of the University

225 Faculty shall be entitled to appear before any standing committee and be heard upon any  
226 pending matter or upon matters within the functions and duties of the committee.

227

~~XV~~ **XV. CHAIRS OF STANDING COMMITTEES**

229

230 Chairs of Faculty Senate committees shall be ratified by the Faculty Senate upon  
231 nomination by the committee members and upon presentation to the Committee on  
232 Committees.

233

~~XVI~~ **XVI. MEETINGS**

235

236 The Executive Committee shall establish in September of each year the time and place  
237 for its regular meetings during the academic year, and shall call additional meetings when  
238 it deems necessary or upon petition by ten or more Senators.

239

~~XVII~~ **XVII. NOTICE OF MEETINGS**

241

242 Notice and agenda of all meetings of the Faculty Senate shall be published seven days  
243 prior to the time of regular meetings, and one day prior to emergency meetings.

244

~~XVIII~~ **XVIII. JOINT MEETINGS.**

246

247 Upon recommendation of the Executive Committee or by a majority vote of members  
248 present at a Senate meeting or responding to a mail ballot, joint meetings may be held  
249 with other bodies such as the Student Senate, Staff Senate, or the University Trustees.

250

~~XIX~~ **XIX. VOTING LIMITATIONS**

252

253 **A.** No vote shall be called for in the Faculty Senate upon any matter unless the  
254 substance thereof has been introduced in written form at a prior meeting or  
255 circulated to the Faculty Senate not less than one week prior to a meeting by a  
256 Senator for action by the Faculty Senate unless it appears to the presiding officer  
257 that the matter is not legislative in nature. A Bill or Resolution may be introduced  
258 to the Faculty Senate that has not been circulated prior to a meeting upon consent  
259 of three-fourths of the members of the Faculty Senate present.

260

261 **B.** No vote on any matter pending before the Senate shall be taken unless at least  
262 two-thirds of the voting members be present.

263

264 **C.** ~~A department~~ An academic unit may elect an alternate faculty member, with  
265 voting privileges, to replace a Senator representing their ~~department~~ academic  
266 unit for any Senate meeting at which the Senator cannot attend. ~~This information~~  
267 ~~must be submitted to the Secretary of the Faculty Senate either in writing or by~~  
268 ~~telephone prior to the meeting.~~ Any member attending a Senate meeting as an  
269 alternate for an elected Senator shall announce during the roll call that he or she is

270 | attending the meeting as an alternate. Such alternates will be counted in the two-  
271 | thirds quorum required for a vote to be taken on any Senate matter.

272 |  
273 | **D.** Any Senator may appoint any other Senator to act as a proxy and vote for him/her  
274 | on any Senate matter. ~~Such appointment must be made in writing or by telephone~~  
275 | ~~to the Secretary of the Faculty Senate prior to the meeting.~~ Any member  
276 | attending a Senate meeting as a proxy for an elected Senator shall announce  
277 | during the roll call that he or she is attending the meeting as a proxy. Senators  
278 | with proxies acting in their behalf may not be counted toward the two-thirds  
279 | quorum voting requirement.

280 |  
281 | **E.** When voting on bills, any member ~~can cause a rising vote~~ may require a show of  
282 | hands by requesting such action to the presiding officer. A roll call vote can be  
283 | initiated by a motion with second, undebatable, if the motion is sustained by at  
284 | least 20 percent of the voting members present.

285 |  
~~XXIX.~~ **INTRODUCTION OF BILLS (THE TERM "BILL" SHALL INCLUDE**  
287 | **"RESOLUTIONS")**

288 |  
289 | **A.** Matters presented for consideration of the Faculty Senate shall normally be  
290 | introduced in the form of a written bill, the purpose of which is to establish a  
291 | regulation, make recommendations to other authorities, or accomplish such other  
292 | objectives as may be appropriate. Each bill shall identify the sponsoring Senator  
293 | and shall contain a title descriptive of its content and purpose which title shall be  
294 | read at the time of introduction.

295 |  
296 | **B.** The ~~Secretary~~ Faculty Senate Coordinator shall record the introduction of each  
297 | bill and assign an appropriate identification number to it.

298 |  
299 | **C.** In the absence of consent to vote at the time of introduction, the presiding officer  
300 | may lay the bill over to the next meeting, refer it to a standing committee for  
301 | consideration and report, refer it to the Executive Committee for consideration, or  
302 | take such action as directed by motion from the floor.

303 |  
~~XXXI.~~ **COMMITTEE REPORTS ON BILLS**

305 |  
306 | At each meeting of the Faculty Senate, any committee possessing bills referred to it shall  
307 | make a report as to whether it desires to retain the bill for further study or report the bill  
308 | for Faculty Senate action with its recommendations and any proposed amendment of the  
309 | committee. The Executive Committee or the Faculty Senate may direct any committee to  
310 | return a bill to the Faculty Senate for action, and all committees shall advise the  
311 | Executive Committee, in advance of scheduled meetings, of the bills they will report to  
312 | the Faculty Senate.

~~XXII~~ **XXIII. GENERAL FILE AND PROCEEDINGS**

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346
- A. All bills reported by committees or those laid over from prior meetings shall be placed in a general file maintained by the ~~Secretary~~ Faculty Senate Coordinator. Bills shall be voted upon in the order received by the Secretary, unless a majority of a quorum pass a motion to bring a specific bill from general file before the Faculty Senate for vote.
  
  - B. At each meeting of the Faculty Senate, the presiding officer shall call for consideration of bills on general file in the order filed with the Secretary. Bills called from committees by the Executive Committee or the Faculty Senate and bills approved for vote at the time of introduction shall take precedence on general file. A bill returned with presidential disapproval may be introduced for repassage by any member and shall be considered under "unfinished business."
  
  - C. Bills and reports of committees shall be read in their entirety, if a motion to such effect is passed by a majority vote.
  
  - D. Thereafter it shall be in order for any member to move:
    - 1. To postpone consideration to a certain date.
    - 2. To recommit the bill to a committee.
    - 3. To amend, the form of which motion may be the adoption of committee amendments, or may be independent of such amendments. All amendments shall be reduced to writing if desired by the presiding officer or any member.
  
  - E. In the absence of any motions after reading of a bill on general file, or after disposition of motions, the presiding officer shall state the question thus: "This bill (naming it by number), having been read, the question is: 'Shall the bill pass?'" The ayes and nays shall be counted on the vote upon all bills.

~~XXII~~ ~~XXIII~~ **XXIV. DISPOSITION OF APPROVED BILLS**

348  
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351  
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354

All bills passed by the Faculty Senate shall be authenticated by the Secretary and transmitted to the President of the University of Wyoming for review in accordance with UW Regulations unless review provisions have been initiated by the University Faculty. Upon approval on review, such bills shall become effective for the purposes stated therein, and shall be distributed in such manner as directed by the President of the University.

~~XXIII~~~~XXIV~~. **DISAPPROVED BILLS**

- 356 A. Except as hereinafter provided, any bills which are disapproved upon review shall  
357 be null and void, and the Secretary shall enter the disapproval in the record of  
358 proceedings relating to the bill.  
359  
360 B. A disapproved bill may be returned to the Faculty Senate by the President of the  
361 University for reconsideration with regard to specific matters stated by the  
362 President. In such event, the bill shall be considered as a newly introduced bill.  
363  
364 C. Repassage of a bill does not require advanced circulation of the bill and can be  
365 introduced by any Senator (bill must be seconded and debatable), but the text  
366 cannot be changed in any manner. All disapproved or altered bills will be  
367 published in the agenda under announcements for one meeting and  
368 reconsideration will occur as unfinished business.  
369  
370 D. If the Senate repasses a bill returned by the President by a three-fourths vote of  
371 the members present and voting, the President shall refer the proposed bill to the  
372 Trustees, at their next regularly scheduled meeting, for final approval, disapproval  
373 or other disposition. At this meeting, the President shall present her/his views on  
374 the proposed bill to the Trustees and the Chair of the Faculty Senate or her/his  
375 designated representative shall be invited by the Trustees to represent the views of  
376 the Faculty Senate on the proposed bill.  
377

~~XXIV~~~~XXV~~. **PARLIAMENTARY AUTHORITY**

- 379  
380 The rules contained in the most recent Robert's Rules of Order Revised shall govern the  
381 Faculty Senate in all cases to which they are applicable and in which they are not  
382 inconsistent with these Bylaws.  
383

~~XXV~~~~XXVI~~. **REPORT OF SENATE ACTIONS**

- 385  
386 Following each Faculty Senate meeting, the Executive Committee shall publish a  
387 summary of bills introduced, matters under consideration by committees, action on bills,  
388 members absent, and other significant matters.  
389

~~XXVI~~~~XXVII~~. **COMMUNICATION BY MEMBERS**

- 391  
392 Members of the Faculty Senate shall communicate with their constituents by such  
393 systematic means as may be available to them such as regular college or ~~departmental~~  
394 academic unit meetings, or meetings called for discussing Faculty Senate business.  
395

~~XXVII~~~~XXVIII~~. **FLOOR PRIVILEGES**

- 397  
398 A. Upon the recommendation of a Senate Committee or by approval of a majority of  
399 the members present, any person may address the Faculty Senate on a matter

400 pending before it, subject to such time limitations as may be imposed by the  
401 presiding officer.

402  
403 **B.** Upon recommendation of the ASUW President or his/her representative, ASUW  
404 Executive Assistants for Academic Affairs, Housing, and External Affairs shall be  
405 allowed to speak on the Senate floor; however, no student officer other than the  
406 President of ASUW, as ex officio member of the Senate, may introduce  
407 legislation to the Faculty Senate.

408

~~XXVII-XXIX.~~ **BYLAW AMENDMENTS**

410  
411 The Bylaws may be amended by the vote of two-thirds of the members present and  
412 voting, provided that the amendment has been proposed by a committee of the Faculty  
413 Senate and has been circulated to the members of the Faculty Senate at least one week  
414 prior to the meeting at which action on the proposed amendment is to be taken.

415

416

417

418

419 **Source:**

420 University Regulation 701, Revision 11; adopted 9/17/10 Board of Trustees meeting

1 **UW REGULATION 6-702**  
2 **Establishment of Faculty Senate Committees**  
3

4 **I. PURPOSE**  
5

6 This regulation shall establish the standing committees of the Faculty Senate with  
7 specific duties and structured as outlined in the following sections pertaining to  
8 the individual committees.  
9

10 **II. INDIVIDUAL STANDING COMMITTEES**  
11

12 The standing committees of the Faculty Senate shall consist of:  
13

- 14 **A.** Academic Information Technology Committee
- 15
- 16 **B.** Academic Planning Committee
- 17
- 18 **C.** Budget Planning Committee
- 19
- 20 **D.** Committee on Committees
- 21
- 22 **E.** Executive Committee
- 23
- 24 **F.** Faculty Academic Standards, Rights and Responsibilities Committee
- 25
- 26 **G.** Faculty Development Committee
- 27
- 28 **H.** Graduate Council
- 29
- 30 **I.** Reappointment, Tenure and Promotion Committee
- 31
- 32 **J.** Student Interaction Committee
- 33
- 34 **K.** University Course Review Committee Library Council
- 35
- 36 **L.** University Studies Committee
- 37

38 **III. GENERAL CHARGE TO COMMITTEES OF THE FACULTY OF THE**  
39 **UNIVERSITY OF WYOMING**  
40

41 Bylaws of the University Faculty, UW Regulation 6-700, Article IV, Section 1, states  
42 "All committees of the University Faculty shall be responsible to the Faculty Senate, and  
43 it shall establish or dissolve committees as it deems necessary.

44 **A. Goals of the Committee Structure**

45  
46 The system of standing committees of the Faculty Senate of the University  
47 of Wyoming is intended to:

- 48  
49 1. Be broad enough to encompass all areas of University activity in  
50 which faculty are involved on a policy-making level requiring the  
51 endorsement of the Faculty Senate, in accordance with UW  
52 Regulation 6-700;
- 53  
54 2. Be specific enough to consider the problems, grievances, or concerns  
55 of each faculty member of the University community;
- 56  
57 3. Be advisory to the University administration only in those matters  
58 requiring Faculty Senate approval of proposed action; and
- 59  
60 4. Provide an effective and efficient legislative committee system to  
61 work for the Faculty Senate through the Executive Committee.

62  
63 **B. General Committee Functions**

64  
65 The primary function of committees of the faculty shall be to consider bills or  
66 proposals submitted to the Senate and assigned to their areas of responsibility.  
67 Committees shall be expected, in a reasonable time, to return appropriate  
68 recommendations to the Senate for action. Committees shall also initiate and draft  
69 bills establishing faculty regulations or recommendations as needs arise in their  
70 areas of responsibility. Committee Chairs or their designees shall introduce such  
71 bills to the Senate for adoption or other action.

72  
73 **C. Individual Committee Responsibilities**

74  
75 The duties of each committee are individually detailed, and incorporated as a  
76 faculty regulation. However, the intention of this committee system is to provide a  
77 dynamic, timely, and effective aid to the progress of the University. For this  
78 reason, each committee is charged with the responsibility for continual review of  
79 its delegated duties. If changes of a committee's duties, composition, or existence  
80 are deemed advisable, the committee shall make such recommendations to the  
81 Faculty Senate through the Committee on Committees.

82  
83 **D. Sub-committee Structure**

84  
85 The responsibilities of most faculty committees are intentionally broad in  
86 order to prevent duplication of effort and conflicting recommendations.  
87 Therefore, it may well be advisable for certain committees to establish sub-  
88 committees from their own membership to perform more specialized

89 functions or to handle particular issues within the overall responsibility of  
90 the committee. The establishment and dissolution of such sub-committees  
91 shall be left entirely to the discretion of the committee concerned.  
92

93 **E. Meeting and Reporting**

94  
95 A committee shall generally communicate ~~meet~~ whenever its responsibilities  
96 require that it should, whenever directed to do so by the Faculty Senate, and in  
97 ~~no case less frequently than once a semester~~ during the fall and spring semesters.  
98 Reports shall be made to the Faculty Senate at such times as to keep the Senate  
99 well informed of committee activity, on call of the Executive Committee of the  
100 Faculty Senate, and no less than once per year.  
101

102 **F. Commencement of Service**

103  
104 Committee assignments shall be effective with the beginning of the fall semester  
105 unless the assignment is otherwise stated. The Senate shall select committee  
106 members to fill known vacancies prior to the end of each spring semester.  
107 Committee members may succeed themselves on a particular committee (once)  
108 with the exception of the Reappointment, Tenure and Promotion Committee.  
109 Following the selection of committee members by the Faculty Senate, the  
110 Faculty Senate Coordinator ~~Executive Committee~~ shall notify the individual of  
111 selection, provide a written copy of the committee charge, and provide the  
112 name of the current committee Chair. The committee Chair shall receive  
113 notification of the election of new members.  
114

115 **G. Election of Officers**

116  
117 By ~~March 31<sup>st</sup>~~ April 15<sup>th</sup>, each committee shall elect a Chair and such other  
118 officers as it deems necessary, to begin service at the start of the fall semester.  
119 Each committee shall forward the names of these officers to the Committee on  
120 Committees and the Executive Committee. Students shall not be eligible to chair  
121 Faculty Senate committees. In the event a committee is left without a Chair, the  
122 Committee on Committees' Chair will call the first meeting to elect the Chair.  
123

124 **H. Alternate and Permanent Replacement Committee Members**

125  
126 When a committee member is to be absent from one or more committee meetings  
127 and the Chair and/or the committee deems the presence of a temporary  
128 replacement to be desirable, the Chair shall select an alternate committee member  
129 after consulting the rest of the committee and forward this person's name to the  
130 Chair of the Committee on Committees. In the event a permanent replacement is  
131 deemed necessary, the Chair of the affected committee shall notify the Committee  
132 on Committees and the replacement shall be appointed in the same manner as the  
133 original appointment. The replacement shall be appointed to complete the term of

134 the original appointment.  
135

136 **I. Absenteeism and Notice of Removal**  
137

138 In the event that a committee member has failed to attend three  
139 consecutive committee meetings, and the committee Chair has determined  
140 that such absences have been detrimental to the committee's function, the  
141 committee Chair shall petition to the Committee on Committees to  
142 recommend to the Executive Committee of the Faculty Senate removal of  
143 the non-attending committee member. Upon removal for non-attendance,  
144 the vacancy shall be filled in ~~by requesting the Committee on Committees~~  
145 ~~for a replacement~~ the same manner as the original appointment was made. All  
146 permanent committee replacements must be approved by the Faculty Senate.  
147 A copy of the petition for removal shall be sent to the offending committee  
148 member, and he/she shall have ten days from the date of the petition in which  
149 to challenge in writing before the Committee on Committees the committee  
150 Chair's determination that he/she has had continuous absenteeism as defined  
151 herein. Thereafter, he/she shall be deemed to have waived his/her right to  
152 challenge the petition and may be removed.  
153

154 **J. *Ex officio***  
155

156 The words "*ex officio*" shall be interpreted as "*ex officio* without vote"  
157 throughout UW Regulations 6-701, 6-702, 6-703, unless otherwise stated.  
158

159 **K. Expert Consultation**  
160

161 Committees may seek consultation of experts from within or outside of UW  
162 as required.  
163

164 **L. Associated Students of the University of Wyoming (ASUW)**  
165

166 The ASUW representatives on faculty committees shall be appointed by the  
167 ASUW Senate but shall not be required to be ASUW Senate members.  
168

169 **IV. ACADEMIC INFORMATION TECHNOLOGY COMMITTEE**  
170

171 **A. Rationale**  
172

173 The committee is established to coordinate and to exchange information  
174 regarding academic information technology services for the University.  
175

176 **B. Functions**  
177

178 The committee shall aid in the establishment of policies for academic  
179 information technology services and usage at the University. It shall provide  
180 advice in regard to needed information technology capabilities and services for  
181 academic purposes, and in this regard to the long range goals of the  
182 University. The committee shall endeavor to serve as a channel for  
183 communication among the various academic users and providers of academic  
184 information technologies.

185

186 **C. Powers**

187

188 The committee shall serve in an advisory capacity to the President,  
189 appropriate vice presidents, deans, or directors on matters pertaining to  
190 needed information technology capabilities and services for academic  
191 purposes. All committee actions shall be reported to the Faculty Senate  
192 regularly.

193

194 **D. Composition**

195

196 The committee shall consist of 12 voting members. Each of the seven  
197 colleges (two from Arts and Sciences), the Libraries, the American Heritage  
198 Center, the Outreach School and ASUW will be given the opportunity to be  
199 represented. If representation from any of these groups cannot be found, then  
200 the Committee on Committees is directed to select members in as  
201 representational fashion as possible. The Vice President for Information  
202 Technology and Chief Information Officer shall be an *ex officio* member.  
203 Committee members shall serve staggered three-year terms, except for the  
204 student representative, who shall serve a one-year term. The Chair of the  
205 Academic Information Technology Committee shall serve as an *ex officio*  
206 member of the Administrative Information Technology Advisory Committee  
207 and the Faculty Senate Executive Committee.

208

209 **V. ACADEMIC PLANNING COMMITTEE**

210

211 **A. Rationale**

212

213 The overall development of the University, the determination of academic  
214 goals and the establishment of academic priorities are fundamental  
215 responsibilities necessarily shared by Trustees, administrative officials,  
216 faculty, and students. The Academic Planning Committee operates as a  
217 forum in which educational directions may be discussed, and specific  
218 recommendations developed.

219

220 **B. Functions**

221

222 The committee's function is to review and make recommendations to the

223 Faculty Senate on matters related to the structure and organization of the  
224 academic activities of the University. This review will be carried out in the  
225 context of the University's comprehensive development. The committee  
226 will recommend policies regarding priorities for long range development. It  
227 will make recommendations concerning the initiation, quality, modification  
228 or termination of academic programs. When changes in programs are related to  
229 the University's physical facilities the committee will also make  
230 recommendations with respect to them. In making recommendations the  
231 committee will take into consideration the educational system and needs of  
232 the State of Wyoming as well as University considerations.

233

234 **C. Powers**

235

236 The committee shall receive proposals and requests for recommendations  
237 | from the Faculty Senate, the President, the ~~Provost and~~ Vice President for  
238 Academic Affairs, and the Vice President for Research and Economic  
239 Development. The Academic Planning Committee may instigate its own  
240 inquiries into areas of academic concern. The committee will forward its  
241 | recommendations to the Faculty Senate, to the ~~Provost and~~ Vice President  
242 for Academic Affairs, and to other appropriate groups or individuals. All  
243 substantive committee actions will be reported to the Faculty Senate regularly.

244

245 **D. Composition**

246

247 The Academic Planning Committee will consist of 12 voting members. Each  
248 of the seven colleges (two from Arts and Sciences), the Libraries, the  
249 American Heritage Center, the Outreach School and ASUW will be given the  
250 opportunity to be represented. If representation from any of these groups  
251 cannot be found, then the Committee on Committees is directed to select  
252 | members in as representational fashion as possible. The ~~Provost and~~ Vice  
253 President for Academic Affairs, the Vice President for Research and  
254 Economic Development, the Dean of the Outreach School, and Chairs of the  
255 Student Interaction Committee, Graduate Council, Budget Planning  
256 Committee, and University Course Review Committee shall be *ex officio*  
257 members. Faculty representatives shall be selected by the Committee on  
258 Committees and shall serve staggered three-year terms. The Chair of the  
259 Academic Planning Committee shall serve as an *ex officio* member of the  
260 Budget Planning Committee and the Executive Committee of the Faculty  
261 Senate.

262

263 **VI. BUDGET PLANNING COMMITTEE**

264

265 **A. Rationale**

266

267 The overall development of the University, the determination of goals, and

268 the establishment of priorities have significant budgetary consequences for the  
269 entire University community. The Budget Planning Committee provides a  
270 forum for the faculty to effectively participate in budgetary deliberations.

271

272 **B. Functions**

273

274 The committee's function is to participate in budgetary planning and related  
275 deliberations and make policy recommendations to the Faculty Senate on  
276 matters related to the long-term acquisition and disposition of the  
277 University's financial resources. These activities will be carried out in the  
278 context of the University's comprehensive development. It will act as a  
279 resource body to the Academic Planning Committee to provide relevant  
280 budgetary insight on the ramifications of proposed program changes as well  
281 as the financial impact of physical facilities modifications and additions. In  
282 making recommendations the committee will take into consideration the  
283 economic realities of the times and the needs of the State of Wyoming as well  
284 as University considerations.

285

286 **C. Powers**

287

288 The committee shall receive proposals and requests for recommendations  
289 from the Faculty Senate, the President, the vice presidents, and others  
290 authorized by the President. The Budget Planning Committee may instigate  
291 its own inquiries into areas of budgetary concern. The committee will  
292 represent the faculty in all strategic budget planning and in the budget review  
293 process and forward its recommendations to the Faculty Senate, to the Vice  
294 President for Administration, and/or to other appropriate groups or individuals.  
295 All substantive committee actions will be reported to the Faculty Senate  
296 regularly.

297

298 **D. Composition**

299

300 The Budget Planning Committee shall consist of 13 voting members. Each of  
301 the seven colleges (two from Arts and Sciences), the Libraries, the American  
302 Heritage Center, ASUW, Staff Senate, and the Outreach School will be given  
303 the opportunity to be represented. If representation from any of these groups  
304 cannot be found, then the Committee on Committees is directed to select  
305 members in as representational fashion as possible. Faculty representatives  
306 shall be selected by the Committee on Committees and shall serve  
307 staggered four-year terms. The ~~Provost and~~ Vice President for Academic  
308 Affairs, the Vice President for Administration, and the Chair of the  
309 Academic Planning Committee shall be *ex officio* members. The Chair of the  
310 Budget Planning Committee shall serve as an *ex officio* member of the  
311 Academic Planning Committee and the Executive Committee of the Faculty  
312 Senate.

313 **VII. FACULTY ACADEMIC STANDARDS, RIGHTS, AND RESPONSIBILITIES COMMITTEE**

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**A. Rationale**

The faculty needs to examine and draft policies which affect the University community and its individual members. The University administration subscribes to the tenet that true education may flourish only when the faculty is both free and responsible; the committee is established to provide a vehicle by which rights are insured and responsibilities defined.

**B. Functions**

The committee shall formulate policies involving the entire University in matters of faculty rights and of faculty responsibility and academic standards for the University and teaching profession. The committee shall be authorized to participate with the President and other appropriate administrative officers in the examination and formulation of policies and procedures relating to the organization and governance of the University's colleges, divisions, and departments whenever these procedures seem likely to affect faculty rights and responsibilities and/or academic units, and shall define the position of the faculty when inconsistencies exist.

The Committee shall consider general policy issues presented by the faculty and shall hear any individual or groups of individuals when such issues are deemed relevant to faculty rights and responsibilities and academic standards.

**C. Composition**

The Faculty Academic Standards, Rights, and Responsibilities Committee shall consist of 11 members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center and ASUW will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. Members shall be selected by the Committee on Committees and shall serve staggered three-year terms. The Chair of this committee shall serve as an *ex officio* member of the Executive Committee of the Faculty Senate.

**VIII. FACULTY DEVELOPMENT COMMITTEE**

**A. Rationale**

The ongoing development of the faculty is critical to the educational well-being of the University. To maintain and provide the highest level of

358 educational experience, the faculty needs to be afforded the opportunity to  
359 learn and implement the latest advances in teaching methodology, and be  
360 enabled to compete in the national and international research arena. In order to  
361 attract and retain the highest quality faculty, it is necessary to promote an  
362 adequate and fair distribution of faculty salaries, and create meaningful  
363 incentive and merit systems.

## 364 **B. Functions**

366 This committee will review and make recommendations on all projects,  
367 programs, opportunities, and services at the University which assist and  
368 facilitate faculty in the performance of their duties in teaching and research.  
369 This will include, but is not limited to, faculty development, teaching, and  
370 research awards; and patents and copyrights agreements. The committee  
371 shall also review salary and compensation distributions within the University,  
372 make surveys of faculty opinion when appropriate, assess the influence of  
373 salary and compensation policies on the academic functions of the University,  
374 and make general recommendations to the Faculty Senate and the ~~Provost~~  
375 ~~and~~ Vice President for Academic Affairs regarding salary distribution and  
376 policies affecting merit determination.  
377

## 378 **C. Composition**

380 The Faculty Development Committee shall consist of 11 members. Each of  
381 the seven colleges (two from Arts and Sciences), the Libraries, the American  
382 Heritage Center, and the Outreach School will be given the opportunity to  
383 be represented. If representation from any of these groups cannot be found,  
384 then the Committee on Committees is directed to select members in as  
385 representational fashion as possible. Members shall be selected by the  
386 Committee on Committees and shall serve staggered three-year terms. The  
387 ~~Provost and~~ Vice President for Academic Affairs, the Vice President for  
388 Research and Economic Development, the Vice President for Administration,  
389 and the Chair of the Research Advisory Committee shall serve as *ex officio*  
390 members without vote. The Chair of this committee shall serve as an *ex*  
391 *officio* member of the Executive Committee of the Faculty Senate.  
392

# 393 **IX. GRADUATE COUNCIL**

## 394 **A. Rationale**

395 The University Faculty has certain responsibilities for graduate education  
396 which may be delegated to a representative group. This Council is formed to  
397 act as that representative group. The development and maintenance of graduate  
398 programs of high quality is a concern of this Council.  
399  
400  
401

402 **B. Functions**

403  
404 The Council shall recommend the broad policies concerning the overall  
405 University function in graduate education and the University requirements  
406 for graduate degrees. It shall advise the Faculty Senate on any proposed  
407 changes in UW Regulations which would affect graduate programs.  
408

409 **C. Powers**

410  
411 The Council shall advise on the formulation and review of regulations  
412 concerned with graduate education. It shall review proposals and make  
413 recommendations to the Provost and Vice President for Academic Affairs  
414 concerning new graduate programs, substantive changes in existing graduate  
415 programs, implementation of changes in graduate programs recommended  
416 through program reviews, and deletion of graduate programs.  
417

418 **D. Composition**

419  
420 The Graduate Council shall consist of 17 members, 15 of whom shall be  
421 members of the faculty distributed among the colleges as follows: Agriculture  
422 and Natural Resources 2, Arts and Sciences 4, Business 2, Education 2,  
423 Engineering and Applied Science 2, Health Sciences 2, Law 1. Two graduate  
424 students chosen by the Council shall also be members. College  
425 representatives shall be chosen by each college in a manner similar to that  
426 used to elect members of college reappointment, tenure and promotion  
427 committees (see UW Regulation 5-803.) College representatives shall have  
428 terms of office of three years. Student members shall have one-year terms of  
429 office. If possible, college representatives shall have staggered terms. *Ex*  
430 *officio* members of the Graduate Council shall include: the ~~Provost and~~ Vice  
431 President for Academic Affairs, the Vice President for Research and Economic  
432 Development, the Dean of the Outreach School, the Director of the American  
433 Heritage Center, and the Dean of University Libraries or their designees. The  
434 Associate Vice President for Graduate Education ~~Provost~~ will serve as liaison  
435 with the Office of Academic Affairs. The Chair of this Council shall serve  
436 as an *ex officio* member of the Executive Committee of the Faculty Senate.  
437 The Chair of this Council or designee shall serve on the Academic Planning  
438 Committee and the University Course Review Committee of the Faculty  
439 Senate.  
440

441 **X. LIBRARY COUNCIL**

442 **A. Rationale**

443  
444  
445 It is important to create a broad, active, and strong Library Council to address  
446 the difficult and vital issues of resources, technology, and the open and

447 | effective communication between the Libraries and their University,  
448 | ~~community that are facing the University of Wyoming's library system.~~

449 | **B. Functions**

450 |  
451 | The Library Council will bring University needs and concerns to the Dean of  
452 | the Libraries and to the ~~Provost and~~ Vice President for Academic Affairs,  
453 | and will advise them concerning these issues. The Library Council will  
454 | issue an annual report that is distributed to the ~~Provost and~~ Vice President for  
455 | Academic Affairs, the Dean of the Libraries, the Faculty Senate and the  
456 | ASUW concerning its recommendations for changes ~~that should be~~  
457 | ~~implemented~~ in the Libraries' strategic plan, organization, and principles for  
458 | allocation of resources.

459 |  
460 | **C. Powers**

461 |  
462 | The Library Council will report to the ~~Provost and~~ Vice President for  
463 | Academic Affairs and advise the Dean of the Libraries on library issues.  
464 |

465 | **D. Composition**

466 |  
467 | The Library Council shall consist of 13 voting members, which are to include  
468 | one representative from each of the seven colleges (two from Arts and  
469 | Sciences) and the Libraries, one American Heritage Center archivist, one  
470 | undergraduate and one graduate student, one non-University representative  
471 | appointed by the ~~Provost and~~ Vice President for Academic Affairs (this  
472 | person should be knowledgeable in library issues). *Ex officio* members with  
473 | vote shall include the ~~Provost and~~ Vice President for Academic Affairs, the  
474 | Dean of the Libraries, the Vice President for Information Technology, the  
475 | Vice President for Research and Economic Development, and the Dean of  
476 | the Outreach School. The Chair shall be an *ex officio* member of the  
477 | Faculty Senate Executive Committee. The representatives from the colleges,  
478 | the Libraries, and the American Heritage Center shall be elected by their  
479 | respective units, and the student members shall be selected by ASUW and  
480 | by the graduate students, respectively. Members shall serve three-year  
481 | staggered terms, and the Chair shall be a faculty member.  
482 |

483 | **XI. REAPPOINTMENT, TENURE AND PROMOTION COMMITTEE**

484 |  
485 | **A. Rationale**

486 |  
487 | The faculty has the inherent right and responsibility to advise the President  
488 | and the Trustees of the University in matters relating to one or several of its  
489 | members regarding tenure, promotion, dismissals, and reappointment.  
490 |

491 | **B. Functions**

492 | The committee shall advise the ~~Provost and~~ Vice President for Academic  
493 | Affairs on matters pertaining to tenure, promotion, dismissals, and  
494 | reappointment.

495 |  
496 | **C. Powers**

497 |  
498 | The committee shall serve in an advisory capacity to the ~~Provost and~~ Vice  
499 | President for Academic Affairs. Where broad policy issues are involved,  
500 | and questioned, the committee shall refer such issues directly to the Faculty  
501 | Senate.

502 |  
503 | **D. Composition**

504 |  
505 | The Reappointment, Tenure and Promotion Committee shall consist of at least  
506 | 17 members excluding the vice presidents, the deans, the associate and  
507 | assistant deans, the directors, and the department or division heads/chairs.  
508 | Two tenured faculty members shall be elected from each of the following five  
509 | colleges: Agriculture and Natural Resources, Business, Education,  
510 | Engineering and Applied Science, and Health Sciences; four from the  
511 | College of Arts and Sciences; one from the College of Law, one extended-  
512 | term faculty member elected from the Libraries; and one extended-term  
513 | faculty member elected from the American Heritage Center. The University  
514 | Reappointment, Tenure and Promotion Committee has the authority to  
515 | appoint one or more academic professional(s) to its committee. The ~~Provost~~  
516 | ~~and~~ Vice President for Academic Affairs shall be an *ex officio* member.  
517 | Members who have served a three-year term cannot succeed themselves.  
518 | Replacements (temporary or permanent) shall be determined in the same  
519 | manner as the original appointments.

520 |  
521 | **E. Frequency of Meetings**

522 |  
523 | The committee shall meet at the request of the ~~Provost and~~ Vice President  
524 | for Academic Affairs and at all other times that the Chair of the committee  
525 | deems necessary.

526 |  
527 | **XII. STUDENT INTERACTION COMMITTEE.**

528 |  
529 | **A. Rationale**

530 |  
531 | The policies which determine the scholastic standards of the University of  
532 | Wyoming and which regulate other areas of scholastic affairs are of basic  
533 | concern to the faculty.

534 |  
535 | **B. Functions**

536 The committee shall formulate and review policies and procedures in the  
537 broad area of undergraduate student academic affairs, including but not  
538 limited to scholastic probation and suspension of students, evaluation and  
539 recognition of credit, credit-hour requirements, grades, honor roll, honor  
540 graduation, all- University degree requirements, University admissions  
541 standards, and University student scholarships. The committee shall provide  
542 advice in regard to needed services and programs for both foreign  
543 students studying at the University of Wyoming and University of  
544 Wyoming students studying at foreign institutions. It shall also help  
545 formulate long-range goals for international education. Additionally, the  
546 committee shall recommend general policy for the University's financial aid  
547 program, review its operation and provide recommendations to sustain its  
548 orderly function and development.

### 549 550 **C. Composition**

551  
552 The Student Interaction Committee shall consist of 13 members. Each of  
553 the seven colleges (two from Arts and Sciences; none from the College of  
554 Law), the Libraries, the American Heritage Center, and ASUW (four  
555 representatives) will be given the opportunity to be represented. If  
556 representation from any of these groups cannot be found, then the Committee  
557 on Committees is directed to select members in as representational fashion as  
558 possible. The ~~Provost and~~ Vice President for Academic Affairs, the Director  
559 of International Student Services, the Director of Admissions, the Registrar,  
560 and the Director of Student Financial Aid shall be *ex officio* members without  
561 vote. Faculty representatives shall be selected by the Committee on  
562 Committees and shall serve three-year staggered terms. The Chair of the  
563 Student Interaction Committee shall serve as an *ex officio* member of the  
564 Academic Planning and Executive Committees of the Faculty Senate.

## 565 566 **XIII. UNIVERSITY COURSE REVIEW COMMITTEE**

### 567 568 **A. Rationale**

569  
570 The University Course Review Committee is established to monitor and  
571 implement the University course review process as described in UW  
572 Regulation 6-806, Section 2II, Part ~~eE~~.

### 573 574 **B. Functions**

575  
576 When considering course additions, revisions or deletions to the University  
577 curriculum, the University Course Review Committee shall be responsible  
578 for insuring that all of the requisite endorsements have been obtained (UW  
579 Regulation 6-806, Section 2II, Part E.), that the proposal does not  
580 present any unjustified duplication with other academic units, and that the

581 request is consistent with the current University guidelines regarding courses.  
582 The University Course Review Committee is additionally charged with the  
583 development and maintenance of the Course Review Guidelines (see UW  
584 Regulation 6-806, Section 2II, Parts Ff. through iI.), and with the routine  
585 examination and maintenance of the Course Review Process itself.  
586

587 **C. Powers**

588  
589 The University Course Review Committee shall make its recommendations  
590 relating to the addition, revision, and deletion of courses to the ~~Provost and~~  
591 Vice President for Academic Affairs. These recommendations will be  
592 rendered in the context of the University’s comprehensive development. In  
593 making these recommendations, the University Course Review Committee  
594 will take into consideration the Wyoming community colleges and the  
595 educational needs of the State of Wyoming as well as University  
596 considerations. All committee actions will be reported to the Faculty Senate  
597 regularly.  
598

599 **D. Composition**

600  
601 The University Course Review Committee will consist of the representatives  
602 from each of the seven colleges. Each college will select its own  
603 representative along with an alternate. If representation from any of these  
604 colleges cannot be found, then the Committee on Committees is directed to  
605 select members in as representational fashion as possible. The Chair of the  
606 University Studies Committee, the Chair of the Graduate Council, the  
607 Registrar, the Dean of the Libraries, the Dean of the Outreach School, the  
608 Director of the American Heritage Center, an ASUW representative, and the  
609 Coordinator of Community College Articulation shall be *ex officio* members  
610 without vote. The Chair is an *ex officio* member of the Academic Planning  
611 Committee and the Executive Committee of the Faculty Senate.  
612

613 **XIV. UNIVERSITY STUDIES COMMITTEE** (See also UW Regulation 6-407,  
614 “University Studies Program.”)  
615

616 **A. Rationale**

617  
618 The University Studies Program requires completion of specific requirements  
619 in identified areas of study in accordance with criteria approved by the  
620 University Faculty Senate. In cooperation with the Board of Trustees and  
621 academic administrators, the Faculty Senate is responsible for making  
622 decisions regarding curriculum.  
623

624 **B. Functions**

626 The University Studies Committee shall:

- 627
- 628 | 1. ~~Oversee an~~ Develop and maintain a planning, review, and assessment  
629 process for the University Studies Program;
- 630 2. Define the philosophy, learning outcomes desired, and criteria for  
631 courses in the relevant areas of study, with Faculty Senate approval;
- 632
- 633 3. Identify and approve courses for the Program;
- 634
- 635 4. Consult with and advise academic departments concerning the needs  
636 and requirements of the Program;
- 637
- 638 5. Grant approval of alternative courses or pilot programs to fulfill  
639 University Studies requirements for a limited time;
- 640
- 641 6. Appoint *ad hoc* sub-committees as needed to accomplish the goals of  
642 | UW Regulation 6-407, ~~3III.Bb.1-5i-v.~~ and to select and review courses  
643 that meet the criteria approved by the Faculty Senate.  
644
- 645 7. Develop and maintain appropriate linkages with the Academic  
646 Planning Committee, the Faculty University Course Review  
647 Committee, and the Student Interaction Committee, with particular  
648 regard to new courses or modification of courses considered for  
649 approval as meeting requirements of the Program.  
650
- 651 8. Make reports and recommendations to the Faculty Senate as may be  
652 deemed appropriate or as requested.  
653
- 654 9. Consider and grant such waivers of requirements of the University  
655 Studies Program to petitioning students as warranted by unusual and  
656 | extenuating circumstances, upon recommendation of the University  
657 Studies Coordinator (see UW Regulation 6-407, ~~4.b.~~).

### 658

### 659 **C. Composition**

### 660

661 The committee shall consist of 11 voting members. Members of the University  
662 Studies Committee will include one academic personnel member from each of  
663 | the six undergraduate colleges (two from Arts and Sciences), the Libraries, the  
664 Outreach School, and one of the non-college academic units (e.g., the American  
665 Heritage Center or Honors Program), ~~and the Outreach School, with the~~  
666 ~~exception that the College of Arts and Sciences shall have two representatives.~~ A  
667 student designated by ~~the Associated Students of the University of Wyoming~~  
668 ~~Senate~~ ASUW shall be a ~~member with vote~~ voting member. Each college or  
669 group will elect their own representatives, and these names will be forwarded to  
670 the Executive Committee of the Faculty Senate for approval. Faculty  
671 representatives shall serve staggered three-year terms. *Ex officio* members of the

672 committee shall include: the First Year Seminar Coordinator and the  
673 Communications Coordinator; representatives from the offices of: the Vice  
674 President for Academic Affairs, the Registrar, the Academic Planning  
675 Committee, the Deans' Council, Academic Advising, and the Wyoming  
676 community colleges. *Ex officio* members do not have a vote. Vice presidents,  
677 deans, associate and assistant deans, and directors shall not be eligible to serve  
678 on the committee.

679  
680 The committee shall elect its chairperson. The Chair or his/her designee shall  
681 serve as an *ex officio* member of the University Course Review Committee.  
682 The University Studies coordinator shall serve as secretary of the committee  
683 and maintain a record of the minutes of meetings. The Executive  
684 Committee of the Faculty Senate shall fill temporary vacancies on the  
685 University Studies Committee.

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**Source:**

707 University Regulation 702; adopted 5/6/09 Board of Trustees meeting  
708 Revisions adopted 9/17/10 Board of Trustees meeting  
709 Revisions adopted 11/18/10 Board of Trustees meeting  
710 Revisions adopted 9/13/13 Board of Trustees meeting  
711 Revisions adopted 09/12/14 Board of Trustees meeting  
712 Revisions adopted 03/25/15 Board of Trustees meeting

1 **UW REGULATION 6-703**  
2 **Establishment of University Standing Advisory Committees**  
3

4  
5 **I. PURPOSE.**  
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7 This regulation shall establish standing advisory committees with specific duties and  
8 composition as specified in the following sections for each individual committee.  
9

10 **II. RESEARCH ADVISORY COMMITTEE.**  
11

12 **A. Rationale.** Active participation in research by members of the University faculty,  
13 staff, and student body helps to fulfill several of the essential elements of the  
14 University's mission: 1) to advance the general knowledge of mankind; 2) to  
15 stimulate the creativity of the University's faculty, staff, and student body; 3) to  
16 enhance the University's learning environment; and 4) to improve the national and  
17 international stature of the institution. Research efforts at the University will  
18 benefit greatly from guidance that is compatible with the educational elements of  
19 the University's mission. Simultaneously, in order to sustain growth and  
20 development for all members of the University community, research efforts must  
21 encourage the other elements of the University mission.  
22

23 **B. Functions.** The committee shall work to strengthen the University by  
24 coordinating the general research effort and shall work to elevate the research  
25 standing of the University, nationally and internationally. In order to be  
26 effectively knowledgeable about the various aspects of research at the University,  
27 the committee shall maintain an awareness of the aims and objectives of the  
28 Office of Research and Economic Development. The committee shall provide  
29 continuing evaluation of the process of administrative review of proposals for  
30 grants and contracts and shall act to provide suggestions for the most efficient  
31 means of completing this process. The committee shall act as the liaison between  
32 the faculty and the University administration on matters pertaining to research.  
33 The committee shall act in an advisory capacity to the Faculty Senate and to the  
34 University administration, specifically to the Faculty Development Committee  
35 and the Vice President for Research and Economic Development, respectively, on  
36 matters pertaining to research. "Research" shall be construed to include all of the  
37 various forms which are taken by research in the various departments and units of  
38 the University. "Matters pertaining to research" shall be construed to include the  
39 following topics, but is not limited to these topics: research proposals, research  
40 grants and contracts, patents, copyrights, conflicts of interest which involve  
41 research, and awards for research excellence. The committee shall review such  
42 proposals as may be directed to their attention by the Vice President for Research  
43 and Economic Development, including, but not limited to, all proposals which are  
44 submitted for the Faculty Grant-in-Aid program and the Challenge Grant  
45 program. It shall make recommendations to the Vice President for Research and  
46 Economic Development with regard to the distribution of funds which are

47 allocated for these programs. The committee shall review such nominations for  
48 awards as may be directed to their attention by the Vice President for Research  
49 and Economic Development.

50  
51 **C. Powers.** The committee's dual responsibility is to the faculty and to the  
52 administration. It shall act in an advisory capacity: a) to the President of the  
53 University; b) to the Vice President for Research and Economic Development; c)  
54 to the Faculty Senate; and d) to other appropriate officials and bodies.

55  
56 **D. Composition.** The committee shall consist of 11 voting members. Each of the  
57 seven colleges (two from Arts and Sciences), the Libraries, the American  
58 Heritage Center (Archivists), and the Outreach School will be given the  
59 opportunity to be represented. If representation from any of these groups cannot  
60 be found, then the Committee on Committees is directed to appoint members in as  
61 representational fashion as possible. The ~~Provost~~ and Vice President for  
62 Academic Affairs and the Vice President for Research and Economic  
63 Development shall be *ex officio* members. Faculty members shall be appointed by  
64 the Committee on Committees and shall serve three-year staggered terms. The  
65 chair of the Research Advisory Committee shall serve as an *ex officio* member of  
66 the Faculty Development Committee of the Faculty Senate.

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89 **Source:**  
90 University Regulation 703, Revision 2; adopted 7/17/08 Board of Trustees meeting  
91 Revisions adopted 9/17/10 Board of Trustees meeting  
92 Revisions adopted 11/18/10 Board of Trustees meeting

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**UW REGULATION 6-802**  
**Procedures and Authorized University Actions**  
**in Cases of Student Academic Dishonesty**

**I. PURPOSE**

To establish the policies and procedures for actions in situations of student academic dishonesty.

**II. GENERAL INFORMATION**

All members of the University community are responsible for upholding the values of academic integrity. The faculty considers academic integrity a matter of common concern, not merely a private issue between instructor and student. Honesty in all academic endeavors is a component of academic integrity that is vital to the educational functions of the University. Whatever form academic dishonesty may take, the faculty considers it as establishing a student's failure to demonstrate the acquisition of knowledge and the failure to apply it to an academic endeavor. It is a student's responsibility to learn the standards of conduct for the performance of academic endeavors; it is an instructor or faculty member's responsibility to make reasonable effort to make known the standards of conduct for the performance of academic endeavors. Through an atmosphere of mutual respect we enhance the value of education and maintain high standards of academic excellence. Failure on the part of the student to observe and maintain standards of academic honesty, as hereafter defined or made known by an instructor responsible for a course or other academic endeavor, requires corrective action as hereafter authorized.

**III. SCIENTIFIC OR RESEARCH MISCONDUCT**

Allegations of student academic misconduct involving federal grants and scientific misconduct or research misconduct shall be referred to the Vice President for Research and Economic Development to be handled pursuant to the University of Wyoming policy for responding to allegations of scientific or research misconduct. Further action under this UW Regulation is dependent on the outcome of that process. Sanctions under this UW Regulation may be imposed when an allegation of scientific misconduct has been substantiated. Only the sanction is appealable under this UW Regulation. A student may not appeal the finding of scientific misconduct. If no scientific misconduct has been substantiated, but issues of academic dishonesty remain, this UW Regulation may be utilized.

**IV. DEFINITIONS**

**A. ACADEMIC DISHONESTY.** An action attempted or performed that misrepresents one's involvement in an academic endeavor in any way, or assists another student in misrepresenting his or her involvement in an academic endeavor. Examples of academic dishonesty include, but are not limited to:

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1. Plagiarism: presenting the work (i.e., ideas, data, creations) of another, wholly or in part, as one’s own work without customary and proper acknowledgement of sources and extent of use, unless authorized by the instructor.
  2. Cheating: using information, study aids, notes, materials, devices, or collaboration not explicitly approved by the instructor. For example: doing a class assignment for someone else or allowing someone to copy one’s assignment; copying from, or assisting, another student during an examination; or stealing, or otherwise improperly obtaining, copies of an examination before or after its administration.
  3. Fraud: altering or inventing data, research, or citations for an academic endeavor; fabricating, forging or otherwise misrepresenting to an instructor or an institution one’s past or current academic or professional activities; impersonating someone or allowing oneself to be impersonated for an examination or other academic endeavor; using a ghost writer, commercial or otherwise, for any type of assignment.
  4. Violation of Standards: violations against ethical and professional standards required by individual University programs, academic courses, and clinical programs that may result in qualification for entry into a profession that maintains standards of conduct.
  5. Multiple Submissions: submitting, wholly or in part, the same academic endeavor to earn credit in two or more courses without explicit approval by all concerned instructors.
  6. Interference or Obstruction: interfering with academic efforts of other students to gain unfair advantage for personal academic advancement. Interference may include but is not limited to, sabotage, harassment, tampering, bribery, or intimidation of another student.
  7. Complicity: assisting another person in any act of academic dishonesty as defined above.
- B. ACADEMIC ENDEAVOR.** Any student activity undertaken to earn University credit or meet some other University program requirement. Examples of academic endeavors include, but are not limited to:
1. Course assignments (written and/or oral, projects, research, exhibitions of work)
  2. Exams (written and/or oral, quizzes)
  3. Clinical assignments (internships, rotations, practical)
  4. Presentations (on and off campus)

- 95                   5.     Publications  
96  
97                   6.     Independent study coursework  
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99                   7.     Plan B papers or projects, theses, dissertations  
100  
101                  8.     Student media associated with academic credit  
102  
103        **C.**     APPEAL. A written request by a student for review of  
104                   the findings by the hearing officer.  
105  
106        **D.**     CHARGE OF ACADEMIC DISHONESTY. Action taken when an  
107                   instructor has reasonable grounds to believe that a  
108                   student has committed any act pursuant to IV4.A.  
109  
110        **E.**     COLLEGE OR INTERDISCIPLINARY PROGRAM. The college or interdisciplinary program  
111                   awarding credit or benefit for the academic endeavor.  
112  
113        **F.**     FINDING OF ACADEMIC DISHONESTY. A written description of the specific acts and  
114                   evidence of academic dishonesty, along with supporting materials and any sanction  
115                   imposed by the appropriate hearing or appeals body.  
116  
117        **G.**     HEARING. A hearing is at a minimum an administrative review by the Dean of College or  
118                   designee, or Administrator of an Interdisciplinary Program of a charge of academic  
119                   dishonesty and a written response from the student. Nothing in this definition shall  
120                   preclude individual colleges from establishing additional procedures related to academic  
121                   dishonesty. If additional procedures are in place, they shall be utilized in place of the  
122                   minimum hearing.  
123  
124                   1.     College Hearing: Established by the individual college  
125  
126                   2.     Interdisciplinary Program Hearing: Established by the program director  
127  
128        **H.**     INSTRUCTOR. The instructor is the person responsible  
129                   for the evaluation of the academic endeavor. Examples  
130                   include but are not limited to: professors,  
131                   instructors, librarians, archivists, academic  
132                   professionals, externship or clinical supervisors,  
133                   graduate assistants or course directors.  
134  
135        **I.**     NOTIFICATION. Notification shall be in writing and is  
136                   satisfied when delivered to the student in person with  
137                   signed acknowledgment by the student or by certified  
138                   United States mail to the student's local address on  
139                   file with the University. If no local address is on  
140                   file, notification will be sent to the student's  
141                   permanent address.

- 142           **J.**     OFFENSE. An offense occurs when a student, in  
143 |           consultation with the instructor and Department Head  
144 |           or designee, submits a written admission of academic  
145 |           dishonesty and/or the student is found to have  
146 |           committed academic dishonesty pursuant to V5.D.  
147 |  
148 |           **K.**     SANCTIONS. Any authorized actions outlined in Section V16, or combinations thereof,  
149 |           imposed as a consequence of a determination under UW Regulation 6-802 that  
150 |           academic dishonesty has occurred.  
151 |  
152 |           **L.**     CENTRAL REPOSITORY. Maintenance of disciplinary records will be in the Central  
153 |           Repository. Disciplinary records will be maintained in the Office of the Dean of Students  
154 |           for seven years and then destroyed unless the Dean of Students determines there is  
155 |           good reason to retain the records beyond that date. Access is limited to the Dean of  
156 |           Students and the academic deans and/or designees and any other employees of the  
157 |           University who have a need to know as determined by the Vice President of Academic  
158 |           Affairs.

159 |  
160 | **V.    ADMINISTRATIVE PROCEDURES**

- 161 |  
162 |           **A.**     SUSPICION OF ACADEMIC DISHONESTY. Whenever an instructor has reason to suspect  
163 |           that an act of academic dishonesty has been committed in a course, clinical or academic  
164 |           program for which ~~s/he~~the instructor is responsible for supervision or assignment of an  
165 |           academic evaluation, the instructor shall investigate the matter and discuss the matter  
166 |           with the student and, at the instructor's discretion, come to one of the following  
167 |           resolutions:  
168 |  
169 |           **1.**     If in the judgment of the instructor, the charge of academic dishonesty is not  
170 |           justified and/or there is insufficient evidence of academic dishonesty, then no  
171 |           further action is warranted.  
172 |  
173 |           **2.**     If, in the judgment of the instructor, sufficient evidence of academic dishonesty  
174 |           exists, then the instructor pursues the charge of academic dishonesty.  
175 |  
176 |           **B.**     ESTABLISHING AN ACADEMIC CHARGE. Pursuant to the charge of academic dishonesty  
177 |           the instructor shall consult with the Department Head or designee and with the  
178 |           concurrence of the Department Head or designee shall prepare a charge of academic  
179 |           dishonesty and recommended sanction for submission to the Dean of College or  
180 |           designee.  
181 |  
182 |           **C.**     INITIAL PROCESS. Upon receipt of the charge of academic dishonesty and  
183 |           recommended sanction, the Dean of College or designee shall:  
184 |  
185 |           **1.**     Check the Central Repository to determine if the  
186 |           charge is the student's first or second or  
187 |           subsequent offense.  
188 |           **2.**     Notify student in writing with a brief summary of  
189 |           the charge of academic dishonesty and recommended

190 sanction and provide the student with a copy of  
191 UW Regulation 6-802.

192  
193 | **a. First Offense.** ÷ If the Dean of College  
194 determines that the charge of academic dishonesty  
195 is the student's first offense, the Dean of  
196 College or designee shall notify the student of  
197 the charge of academic dishonesty and recommended  
198 sanction.

199  
200 **1)** The student may, within five (5) calendar days  
201 of notification, request  
202 a meeting with the instructor and/or Dean of College or designee to discuss  
203 the charge of academic dishonesty and recommended sanctions At this  
204 meeting, the student may:

205  
206 **a)** Accept the charge of academic  
207 dishonesty and recommended sanctions  
208 approved by the dean or designee as  
209 filed. The student will do this by  
210 signing a waiver recognizing ~~his/her~~the  
211 student's behavior as academic  
212 misconduct and waiving ~~his/her~~the  
213 student's right to a hearing, which is  
214 then forwarded to the Central  
215 Repository by the Dean of College or  
216 designee.

217  
218 **b)** Disagree with the charge of academic  
219 dishonesty and recommended sanction and  
220 submit a request for a college hearing  
221 to the Dean of College or designee  
222 within fifteen (15) calendar days.

223  
224 **2)** If the student does not request a meeting as  
225 described in part (A), the Dean shall implement  
226 the procedures necessary for a hearing as  
227 described in section D below.

228  
229 | **b. Second and subsequent charges.** ÷ If the Dean of  
230 College determines that the present charge of  
231 academic dishonesty is preceded by a finding of  
232 academic dishonesty from a previous incident,  
233 then the Dean of College or designee shall notify  
234 the student of the charge of academic dishonesty  
235 and of the mandatory sanctions associated with a  
236 second finding.

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1) The student may request a meeting with the instructor and Dean of College or designee to discuss the charge of academic dishonesty and recommended sanctions within five calendar days of notification. At this meeting, the student may:

a) Accept the charge of academic dishonesty, mandatory sanction and additional recommended sanction approved by the dean or designee. The student will do this by signing a waiver recognizing his/her the student's behavior as academic misconduct and waiving his/her the student's right to a hearing, which is then forwarded to the Central Repository by the Department Head or designee.

b) Disagree with the charge of academic dishonesty and recommended sanction, and submit a request for a college hearing to the Dean of College or designee within fifteen (15) calendar days.

2) If the student does not request a meeting as described in part (A), the Dean shall implement the procedures necessary for a hearing as described in section D below.

D. HEARING.

1. HEARING OFFICER. In cases where a hearing is required or requested by the student, the Dean of College will designate an impartial hearing officer, who will hold a hearing to determine whether academic dishonesty has occurred.

1.2. NOTIFICATION TO STUDENT. -The student shall be notified in writing of the following:

- a. A description of the specific acts of alleged academic dishonesty, the date and place of occurrence, and the names of witnesses;
- b. The recommended sanction;
- c. The time, date, and location of the hearing; and

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d. The identity of the designated hearing officer.

**2-3.** PREHEARING PROCEDURES. The Wyoming Rules of Administrative Procedure shall not apply to this proceeding and discovery shall be limited to the following:

- a. Prior to the hearing the parties will exchange a list of witnesses for the hearing, a brief summary of the information each witness is expected to provide, and any documents to be presented at the hearing.
- b. Witnesses shall testify in person or by telephone at the hearing, however, if a witness is unavailable for testimony, the hearing officer may authorize taking testimony in advance.
- c. The parties may jointly communicate with the hearing officer by telephone on any prehearing matters.
- d. The student may petition the hearing officer to excuse him/herself by presenting evidence of bias. The hearing officer shall decide whether to excuse him/herself. In that case, the dean will choose another hearing officer.
- e. If the student would like to be accompanied at the hearing by a mentor, advisor, counselor, or attorney at law of ~~his/her~~the student's choice, ~~s/he~~the student must notify the hearing officer at least twenty-four (24) hours prior to the hearing. The role of the mentor, counselor, advisor, or attorney at law shall only be to consult with the student, not to represent the student.

**3-4.** ~~THE~~ HEARING PROCEDURES.

- a. The hearing shall be open to the student, a mentor, advisor, counselor, or attorney at law and the instructor who made the charge. The hearing may also be open to others at the discretion of the hearing officer.
- b. The instructor or department designee shall put forth the evidence supporting the charge of

331 academic dishonesty. The student and  
332 instructor/departmental designee may ask  
333 questions of any witness. The student may  
334 present any relevant information in opposition to  
335 the charge of academic dishonesty.

336  
337 c. The standard of proof shall be "substantial  
338 evidence" which is such evidence that a  
339 reasonable mind might accept as adequate to  
340 support a conclusion.

341  
342 d. One of the following findings shall result from  
343 the decision from the Hearing:

344 1) Finding of no academic dishonesty and  
345 dismissal of the charge.

346  
347 2) Finding of academic dishonesty and  
348 concurrence with the recommended sanction.

349  
350 3) Finding of academic dishonesty and  
351 modification of the recommended sanction.

352  
353 e. The hearing will result in a report being prepared, by the hearing officer, which  
354 includes a summary of the evidence presented against and for the student, the  
355 findings made, and any recommended sanctions from the hearing officer and  
356 instructor.

357  
358  
359 | E. ~~Notification of Findings~~ NOTIFICATION OF FINDINGS. The Dean of College will notify the  
360 student and the instructor of the findings from the hearing.

361 1. If the charge was not upheld by the hearing, the Dean of College or designee will  
362 dismiss the charge of academic dishonesty and shall have the record expunged  
363 and notify the student in writing.

364  
365 2. If the finding was upheld, the student has thirty (30) calendar days from the  
366 date of the notification to file an appeal pursuant to Section F. below.

367  
368 a. If the student does not file an appeal, the Dean of College or designee shall  
369 | forward the report, findings and recommended sanctions to the ~~Provost and~~  
370 Vice President for Academic Affairs and to the Dean of Students. The student  
371 | may submit to the ~~Provost and~~ Vice President for Academic Affairs a request,  
372 with rationale, for sanctions different from those recommended by the hearing  
373 officer. If the appeal for a different sanction is based on a finding of scientific  
374 misconduct, the appeal shall be to a Vice President, designated by the  
375 | President, other than the ~~Provost and~~ Vice President for Academic Affairs. The  
376 | ~~Provost and~~ Vice President for Academic Affairs shall decide upon sanctions no  
377 harsher than those recommended by the hearing officer. Sanctions involving

378 | suspension or dismissal must be justified by a written rationale, based on  
379 | specific findings of the hearing, the nature of the offense, and the student's  
380 | record, and are subject to approval of or modification by the President of the  
381 | University.

382 |  
383 | **b.** If the student files an appeal (Section F.), the Dean of College or designee shall  
384 | forward the report of all proceedings to the ~~provost and~~ Vice President for  
385 | Academic Affairs.

386 |  
387 | **c.** If the instructor has opted for the sanction of the assignment of "F" or "U" grade  
388 | for the course, an "I" grade will be submitted until the completion of the  
389 | appeals process, when the ~~Provost~~ Vice President for Academic Affairs shall  
390 | either exercise the sanction of "F" or "U" or remove the "I" grade as per the  
391 | report from the final appeal.

392 |  
393 | **1)** If the alleged act of academic dishonesty  
394 | occurs during finals week or within a time  
395 | frame in which the opportunity for a fair  
396 | hearing would be difficult, the instructor  
397 | may submit a grade of "I" until the appeals  
398 | process can be effectuated.

399 | **2)** If a student charged with academic  
400 | dishonesty withdraws from the course in  
401 | question, and the charge is eventually  
402 | upheld, the "W" grade reverts to the grade  
403 | of "F."  
404 |

405 | **F.** APPEAL.<sup>+</sup> ~~An appeal of the final decision of the~~  
406 | college can be lodged to the ~~Provost~~ Vice President  
407 | for Academic Affairs or designee or hearing panel.<sup>+</sup>  
408 | The Vice President for Academic Affairs may designate  
409 | one or more faculty members to conduct appeals for  
410 | academic dishonesty matters. ~~Theis~~ appeal shall be in  
411 | a ~~written~~ appeal, and filed, within thirty (30)  
412 | calendar days after the college decision is rendered,  
413 | that sets forth facts substantiating the claim. A  
414 | copy shall be provided by the student to the original  
415 | hearing officer. The original hearing officer shall  
416 | have fifteen (15) days to provide a written response  
417 | including a copy to the student. At the discretion of  
418 | the ~~Provost and~~ Vice President for Academic Affairs or  
419 | designee or hearing panel, they may seek written or  
420 | oral presentation for clarification of the record from  
421 | both parties.

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<sup>+</sup> ~~Provost and Vice President for Academic Affairs may designate one or more faculty members to conduct appeals for academic dishonesty matters.~~

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1. An appeal of the finding of academic dishonesty can be lodged solely upon the following grounds:
    - a. The student was not given written notice of a hearing or an opportunity for a hearing.
    - b. The report of the college level hearing fails to describe any act of the student's which could be construed as academic dishonesty.
    - c. The findings from the hearing were not supported by substantial evidence, were the result of prejudice toward the student, capricious evaluation, or capricious treatment, and such allegations must include specific examples of the capricious actions or substantive factual errors.
  2. If the ~~Provost and~~ Vice President for Academic Affairs or designee or hearing panel hearing the final appeal upholds the finding of academic dishonesty or determines that it does not have the jurisdiction to hear the appeal, the ~~Provost and~~ Vice President for Academic Affairs or designee or hearing panel will dismiss the appeal, and have the finding filed with the Dean of Students in the Central Repository.
    - a. Whenever the Dean of College ascertains from the Central Repository that a student has committed academic dishonesty for a second time, s/he/the student will promptly notify the ~~Provost and~~ Vice President for Academic Affairs who shall cause the suspension of the student from the University for a period of one (1) calendar year. This action is subject to the approval of or modification by the President of the University.
    - b. If the Dean of College ascertains that the student has not committed academic dishonesty for a second time, the student may submit to the ~~Provost and~~ Vice President for Academic Affairs a request, with rationale, for sanctions different from those recommended by the hearing officer. The ~~Provost and~~ Vice President for Academic Affairs shall decide upon sanctions no harsher than those recommended by the hearing officer. Sanctions involving suspension or dismissal must be justified by a written rationale, based on specific findings of the hearing, the nature of the offense, and the student's record, and are

469 subject to approval of or modification by the  
470 President of the University.

471  
472 | 3. If the ~~Provost and~~ Vice President for Academic  
473 Affairs or designee or hearing panel reverses the  
474 finding of academic dishonesty, the Vice  
475 President for Academic Affairs or designee or  
476 hearing panel will dismiss the finding of  
477 academic dishonesty and expunge the record.  
478

479 | G. CENTRAL REPOSITORY: Any final sanction in decisions of academic dishonesty must be  
480 sent to the Central Repository held in the office of the Dean of Students.  
481

482 **VI. AUTHORIZED SANCTIONS**

483  
484 A. Any of the following sanctions or combination thereof may be imposed for a first  
485 offense. The severity of the offense and other relevant circumstances should be  
486 considered.  
487

- 488 1. Extra or alternative work.
- 489
- 490 2. Grade reduction of the academic endeavor.
- 491
- 492 3. A failing grade for the academic endeavor.
- 493
- 494 4. No credit for the academic endeavor.
- 495
- 496 5. Grade reduction for the course.
- 497
- 498 6. A failing grade for the course.
- 499
- 500 7. Suspension of the benefit of the program, clinical, or academic endeavor.
- 501
- 502 8. Termination from the program.
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- 504 9. Suspension from University.
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- 506 10. Dismissal from University.
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508 | B. Mandatory Sanction for Second Offense: Whenever the Dean of College or designee  
509 ascertains from the Central Repository that a student has committed academic  
510 dishonesty for a second time, ~~she~~ the student will promptly notify the ~~Provost and~~ Vice  
511 President for Academic Affairs. The ~~Provost and~~ Vice President shall direct who shall  
512 cause the suspension of the student from the University for a period of one calendar  
513 year. This action is subject to the approval of or modification by the President of the  
514 University.

515 C. The foregoing actions shall not preclude the administrative consequences which may  
516 result in the loss of benefits from such programs, scholarships and other opportunities  
517 afforded students.  
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519 **VII. INDIVIDUAL COLLEGE REGULATIONS**  
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521 Regulations of individual colleges may establish additional standards identifying  
522 academic dishonesty, as well as other standards for student conduct deemed appropriate  
523 for students whose degree program will result in qualification for entry into a profession  
524 which maintains standards of conduct. Any such regulations which incorporate academic  
525 dishonesty must provide, as a minimum, the sanctions described in Section VI6  
526 (Authorized Actions), and must otherwise afford notice and a fair hearing. Such  
527 regulations shall become effective upon approval as a University regulation.  
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552 **Source:**  
553 University Regulation 802; adopted 10/17/08 Board of Trustees meeting  
554 Revisions adopted 11/18/10 Board of Trustees meeting  
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